

AMENDED ADAMS COUNTY BOARD OF SUPERVISORS MEETING
Adams County Board Room, October 18, 2011 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of September 20, 2011 minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk.
10. Appoint (6) Supervisors to approve claims: Allen, Babcock, Djumadi, England, Gatterman and James.
11. **Claims:** None
12. **Correspondence:** None
13. **Appointments:** Appoint Mike Keckeisen to the Planning and Zoning and Land and Water Committee. Appoint Patrick Kotlowski as Transportation Representative to LEPC. Appoint David Repinski to replace Karl Klingforth as County Board Supervisor for District #19. Appoint Alexandria Beckman to Solid Waste & Highway Committee and Nick Theisen Solid Waste Committee serving as students in a non-binding voting capacity. Appoint David Repinski to the Central Wisconsin Community Action, Extension, Health & Human Services and North Central Wisconsin Workforce Development Board.
14. **Unfinished Business: Res. #51:** To adopt the attached Personnel & General Administrative Policy Manual and to rescind the previously adopted Personnel & General Administrative Policy Manual.
15. **Reports and Presentations:**
 - A. Miscellaneous:
 - Daric Smith, RIDC
 - Administrative Coordinator/Director of Finance report – included in packet
 - Bill Heinz, AFG, Health Insurance Plan for 2012 Presentation
 - County Clerk update

16. Review Committee Minutes

Ad Hoc Consolidation 8/15, 8/30, 9/15	County Board 9/20	Land & Water 10/10	Redistricting 8/31
Ad Hoc Transition 9/20	Executive 9/13	P & Z 9/7	Solid Waste 8/10, 9/14
Adm/Finance 9/7, 9/8, 9/9, 9/12, 9/16, 9/23	H&H Service 8/26	Property 9/6, 9/14, 9/15, 9/20	SCLS September
Board of Adjustment 6/15	Highway 9/8	PS&J 8/10	Surveyor 10/5
	Humane Society 9/12		UW Ext 9/13

17. **Resolutions:**

Res. #73: To enter into a Cooperative Agreement for recycling collection, processing, and marketing of mixed glass between S. Trempealeau County (STCSWC), Wisconsin and Adams County, Wisconsin for the purpose of qualifying for Recycling Efficiency Incentive (REI) Grant and/or Consolidation Grant Funding through the State of Wisconsin.

Res. #74: To establish a new, non-lapsing account for administration of bequests funds from the Estate of Harold Henning, Adams County Probate Case No. 11PR06A, to be used exclusively for "putting up a flagpole and associated improvements and otherwise to the general Community Center Funds."

Res. #75: Resolution to Amend Legal Description in Resolution 93-1999 to include the 33.13 acre parcel legally described in the attached Plat of Survey dated September 6, 2011, prepared by MSA Professional Services

18. **Ordinance:**

Ord. #17: Ordinance Prohibiting The Carrying Of Weapons In County Buildings

19. **Denials:** None
20. **Petition:** None
21. Approve Claims
22. Approve Per Diem and Mileage
23. Motion for County Clerk to correct errors
24. Set next meeting date
25. Adjournment.

1
2 **RESOLUTION 2011- 75**

3
4 **RESOLUTION TO AMEND LEGAL DESCRIPTION**
5 **IN RESOLUTION 93-1999**

6
7 **INTRODUCED BY:** Solid Waste Committee and Highway Committee

8
9 **INTENT & SYNOPSIS:** That the property description in Resolution #93-1999 be
10 amended to include the 33.13 acre parcel legally described in the attached Plat of
11 Survey dated September 6, 2011, prepared by MSA Professional Services.

12
13 **FISCAL NOTE:** None

14
15 **WHEREAS:** Adams County Resolution No. 93-1999 was passed on December 21,
16 1999; and

17
18 **WHEREAS:** Said Resolution intended to transfer control of a portion of land,
19 including the location of a salt shed, owned by the County at the Landfill Site to the
20 Adams County Highway Department; and

21
22 **WHEREAS:** Said Resolution inaccurately stated the legal description of lands so
23 transferred to the Highway Department; and

24
25 **WHEREAS:** The attached Plat of Survey prepared by MSA Professional Services
26 dated September 6, 2011 accurately states the legal description of all lands,
27 including the salt shed location, which are intended to be transferred to the Highway
28 Department.

29
30 **NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of
31 Supervisors hereby approves that the property description in Resolution #93-1999 be
32 amended to include the 33.13 acre parcel legally described in the Plat of Survey
33 dated September 6, 2011, prepared by MSA Professional Services, which is attached
34 hereto and incorporated herein as if stated in full.

35
36 Recommended for adoption by the Solid Waste Committee and the Highway
37 Committee this 14th day of September, 2011.

38
39 **SOLID WASTE COMMITTEE**

40 Garry Babcock
41 Robert C. Wallace
42 Dean R. Morgan
43 Flarence Johnson
44

40 **HIGHWAY COMMITTEE**

41 Garry Babcock
42 St. Maurice Johnson
43 Dean R. Morgan
44 Robert C. Wallace

45 Adopted _____

46 Defeated _____ by the Adams County Board of Supervisors this

47 Tabled _____ day of October, 2011.

48
49 _____
County Board Chair

County Clerk

FIELD BOOK # 140	DRAWN BY GPR	PROJECT # R06422006
PAGES # 64	CHECKED BY GPR	SHEET # 1 OF 2



PROFESSIONAL SERVICES

**TRANSPORTATION • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL**

PO Box 349, Friendship, WI 53934
608-339-3803 Fax: 608-339-8078
Web Address: www.msa-ps.com
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SURVEYOR:

MSA PROFESSIONAL SERVICES, INC.
P.O. BOX 349
FRIENDSHIP, WI. 53934-0349
608-339-3808

CLIENT:

ADAMS COUNTY HIGHWAY DEPARTMENT
1342 CO. RD.
ADAMS, WI 53910

PLAT OF SURVEY

PART OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER AND
PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 13
TOWNSHIP 18 NORTH, RANGE 5 EAST, TOWN OF STRONGS PRAIRIE,
DESCRIPTION ADAMS COUNTY, WISCONSIN.

Part of the Southeast Quarter of the Southeast Quarter and part of the Northeast Quarter of the Southeast Quarter of Section 13 Township 18 North, Range 5 East, Town of Strong's Prairie,, Adams County, Wisconsin, bounded and described as follows:

Commencing at the Southeast Corner of said Section 13;
thence N00°45'18"W along the east line of said Section 13 a distance of 389.87 to the Point of Beginning (POB);
thence S89°37'36"W a distance of 660.00 feet;
thence S00°45'18"E a distance of 330.00 feet;
thence S89°37'36"W a distance of 268.14 feet;
thence N30°34'46"W a distance of 67.35 feet;
thence N00°27'36"W a distance of 307.31 feet;
thence northwesterly 443.13 feet along the arc of a curve to the left with a radius of 673.00 feet, a delta angle of 37°43'33" and a chord of N19°19'23"W 435.17 feet;
thence N38°11'10"W a distance of 20.20 feet;
thence northwesterly 399.67 feet along the arc of a curve to the right with a radius of 607.00 feet, a delta angle of 37°43'33" and a chord of N19°19'23"W 392.49 feet;
thence N00°27'36"W a distance of 79.17 feet;
thence northwesterly 279.04 feet along the arc of a curve to the left with a radius of 673.00 feet, a delta angle of 23°45'21" and a chord of N12°20'16"W 277.04 feet;
thence N89°46'17"E a distance of 1291.22 feet;
thence S00°45'18"E a distance of 1181.25 feet to the Point of Beginning;
containing 1442932 Square Feet (33.13 Acres) and being subject to any and all covenants, restrictions, easements and right of ways of record;

I have made such survey and map at the direction of Partick Kotlowski;

That I have fully complied with the provisions of
Section AE 7 of the Wisconsin Administrative Code, and the Adams County Land Division Ordinance
in surveying, dividing, and mapping the same, to the best of my knowledge and belief.



Gregory P. Rhinehart 9/6/2011
MSA PROFESSIONAL SERVICES
GREGORY P. RHINEHART, REGISTERED LAND SURVEYOR, S-1478
DATE

NOTE: IF THE SURVEYOR'S SEAL AT LEFT IS NOT RED IN COLOR, THE SURVEY IS A COPY AND SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE CERTIFICATION CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO COPIES.

FIELD BOOK # 140	DRAWN BY GPR	PROJECT # R06422006
PAGES # 84	CHECKED BY GPR	SHEET # 2 OF 2

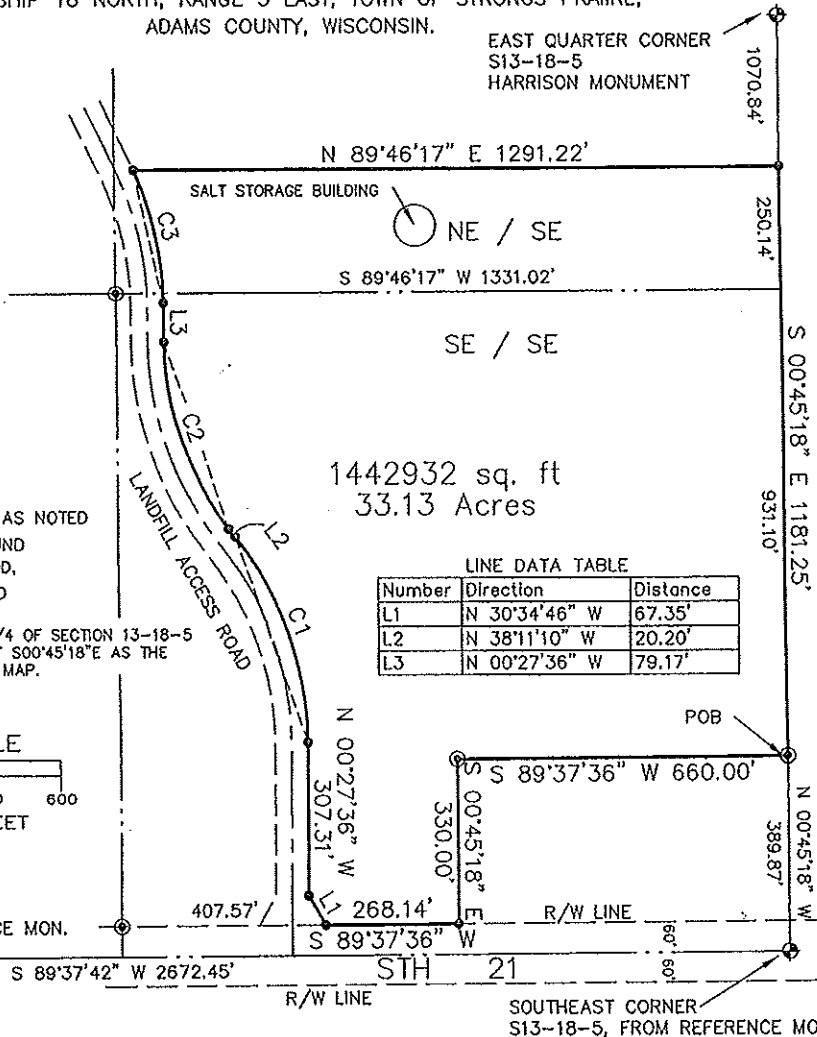


CLIENT:
ADAMS COUNTY HIGHWAY DEPARTMENT
1342 CO. RD.
ADAMS, WI 53910

PLAT OF SURVEY

PART OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER AND
PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 13
TOWNSHIP 18 NORTH, RANGE 5 EAST, TOWN OF STRONGS PRAIRIE,
ADAMS COUNTY, WISCONSIN.

EAST QUARTER CORNER
S13-18-5
HARRISON MONUMENT

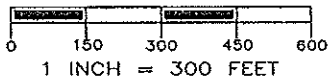


LEGEND

- ◆ -- GOV'T CORNER, FD., AS NOTED
- ⊙ -- 3/4" IRON ROD, FOUND
- -- 3/4" X 18" IRON ROD,
1.5 #/FT., PLACED

THE EAST LINE OF THE SE 1/4 OF SECTION 13-18-5
WAS ASSIGNED A BEARING OF S00°45'18"E AS THE
BASIS OF BEARINGS ON THIS MAP.

GRAPHIC SCALE



LINE DATA TABLE

Number	Direction	Distance
L1	N 30°34'46" W	67.35'
L2	N 38°11'10" W	20.20'
L3	N 00°27'36" W	79.17'

CURVE DATA TABLE

Number	Radius	Delta Angle	Chord Bearing	Chord	Length
C1	673.00'	37°43'33"	N 19°19'23" W	435.17'	443.13'
C2	607.00'	37°43'33"	N 19°19'23" W	392.49'	399.67'
C3	673.00'	23°45'21"	N 12°20'16" W	277.04'	279.04'

SURVEYOR'S SEAL



Gregory P. Rhinehart 9/6/2011
MSA PROFESSIONAL SERVICES
GREGORY P. RHINEHART, REGISTERED LAND SURVEYOR, S-1478
DATE

NOTE: IF THE SURVEYOR'S SEAL AT LEFT IS NOT RED IN COLOR, THE SURVEY
IS A COPY AND SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS.
THE CERTIFICATION CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO COPIES.

The County Board of Supervisors of the County of Adams does ordain as follows:

WHEREAS: There are legitimate concerns for the safety and security of County employees and members of the public in all County owned, occupied or controlled buildings; and

NOW THEREFORE, the Adams County Board of Supervisors does hereby ordain as follows:

1. AUTHORITY. This Ordinance is adopted pursuant to Wis. Stats. §175.60 and shall become effective on November 1, 2011, after enacted and publication as required by law. The provisions of Wis. Stats. §175.60 are incorporated herein as if stated in full.
2. DEFINITIONS.
 - a. "Weapon" includes, without limitation, any firearm (including a handgun), an electric weapon (as defined in Section 941.295(1c)(a), Wisconsin Statutes), a knife (except a pocket knife with a blade less than 2.5 inches), a switchblade (as defined in Section 941.24(1), Wisconsin Statutes), a billy club, or any device designed or used as a weapon and capable of producing great bodily harm or death.
 - b. "Carry" means to go armed with.

- 34 c. "Licensee" means an individual holding a valid license to carry
35 a concealed weapon under Section 175.60 Wisconsin Statutes
36 or an out-of-state licensee per Section 175.60(1)(f)1.-2.
37 Wisconsin Statutes.
- 38 d. "Sign" means a sign that states a restriction imposed hereunder
39 and that is at least 5 inches by 7 inches.

40 3. PROHIBITIONS.

- 41 a. Neither a licensee, out-of-state licensee, or any person,
42 may knowingly carry a concealed weapon, or a weapon
43 that is not concealed, in any part of a building that is
44 owned, occupied or controlled by the County, including
45 but not limited to: Court, Law Enforcement,
46 Administration, Health and Human Services, Highway,
47 Storage Facilities, County Parks, Solid Waste, Community
48 Center, or County Fairgrounds buildings and any County
49 owned/leased vehicles. This prohibition does not apply
50 to:

- 51 1. Certified law enforcement officers, entitled
52 to carry a weapon, while acting in their
53 official capacity and with lawful authority.
- 54 2. A person who leases residential or business
55 premises in the building.
- 56 3. A person *if* a firearm is in a non-county
57 owned or leased vehicle driven or parked in
58 the parking facility, or to any part of the
59 building used as a parking facility.

- 60 b. County employees, contractors/subcontractors, agents
61 and assigns, are prohibited from carrying a concealed
62 weapon or a weapon that is not concealed in the course
63 or during any part of their employment. This prohibition
64 does not apply to:

- 65 1. Certified law enforcement officers, entitled
66 to carry a weapon, while acting in their
67 official capacity and with lawful authority.
- 68 2. An employee, who is a Licensee, properly
69 storing a weapon or ammunition in the
70 employee's own motor vehicle, regardless
71 of whether the motor vehicle is used in the
72 course of employment or whether the
73 motor vehicle is driven or parked on
74 property used by the County.
- 75 3. A judge who is a licensee carrying the
76 weapon or if another licensee or out-of-
77 state licensee, whom a judge has permitted
78 in writing to carry a weapon, is carrying the
79 weapon.
- 80 4. A district attorney, or an assistant district
81 attorney, who is a licensee carrying the
82 weapon.
- 83 c. Organizers of any "special event" on County property
84 may prohibit any persons carrying or possessing a
85 weapon from entering or remaining at the special event.
86 This prohibition does not apply to:
- 87 1. Certified law enforcement officers, entitled
88 to carry a weapon, while acting in their
89 official capacity and with lawful authority.
- 90 2. If the firearm is in a vehicle driven or
91 parked in the parking facility, or to any part
92 of the special event grounds or building
93 used as a parking facility.
- 94 4. NOTICE. Notice to all persons of this Ordinance shall consist of
95 signage, not less than 5" X 7" in size, posted at all entrances to County

96 buildings in prominent places, where persons can reasonably be
97 expected to see the sign. Language shall be drafted and approved by
98 the Adams County Corporation Counsel prior to ordering and posting
99 said signs.

- 100 a. In addition to Notice by signs as defined above, Adams County
101 may install equipment at any and all entrances to County owned
102 property, and/or employ security personnel to detect and/or
103 disallow persons carrying weapons from entering County
104 property.
- 105 b. County employees shall be additionally notified through
106 amendments to the County's Personnel and Administrative
107 Policies and/or employee handbooks.
- 108 c. Notice for any special event covered herein shall be by posting a
109 sign located in a prominent place near all of the entrances to
110 the special event, such that any individual attending the special
111 event can be reasonably expected to see the sign.

112 5. MISCELLANEOUS PROVISIONS.

- 113 a. This Ordinance is intended to be consistent with, and
114 cannot supersede, state law/or federal law.
- 115 b. This Ordinance shall amend and supersede all provisions
116 of Ordinance No. 13-2000 or any other Ordinance in
117 conflict herewith. If any provision or clause of this
118 Ordinance or its application to any person or
119 circumstance is held invalid, the invalidity shall not affect
120 other provisions or applications of this Ordinance that
121 can be given effect without the invalid provision or
122 application, and to this end the provisions of this
123 Ordinance are severable.
- 124 c. Reference to the Wisconsin Statutes herein, include such
125 statutes now existing or hereafter amended.

126 6. PENALTIES.

- 127 a. As applicable, referral to law enforcement or the district
128 attorney for prosecution, including a fine of up to \$500 or up to
129 30 days in jail under Wisconsin Statutes Section 175.60(17),
130 additionally, Wisconsin Statutes Section 943.13, or any other
131 applicable statutes.
- 132 b. For County employees, discipline up to and including discharge
133 from employment.
- 134 7. EFFECTIVE DATE. This Ordinance becomes effective on November 1,
135 2011, after enactment by the Adams County Board, and Publication as
136 required by law.

137 Recommended for enactment by the Property Committee this 14th day of
138 October, 2011.

139 David Renner Bill Mall
140 Spencer Dymkowski _____
141 Janet Kowalski _____

142 Enacted _____
143 Defeated _____ by the Adams County Board of Supervisors
144 Tabled _____ this _____ day of _____, 2011.
145

146 _____
147 Chairman County Clerk

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INTRODUCED BY: Personnel & General Administrative Ad Hoc Rules Committee

INTENT & SYNOPSIS: To adopt the attached Personnel & General Administrative Policy Manual and to rescind the previously adopted Personnel & General Administrative Policy Manual.

FISCAL NOTE: None

WHEREAS: The current Personnel & General Administrative Policy Manual had been updated in 2010; and

WHEREAS: the current policy states evaluation and updates are to take place in odd numbered years; and

WHEREAS: the committee has reviewed the policy making changes and appropriated updates as deemed necessary; and

WHEREAS: comments from the department heads and the county mutual have been taken into consideration;

AND NOW, THEREFORE, BE IT RESOLVED: that the current Personnel & General Administrative Policies be rescinded and the attached become enforced effective October 1st, 2011.

Recommended for adoption by the Personnel & General Administrative Ad Hoc Rules Committee on this _____ day of _____ 2011.

☒ **ADOPTED**
☐ **DEFEATED**
☐ **TABLED**

by the Adams County Board of Supervisors this date _____
day of _____, 2011.

County Clerk

Al Sebastiano
County Board Chair

This Policy Manual shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies in conflict with the policies in this Manual.

This Manual is not intended to, nor shall it be interpreted as, creating a contract of employment.

Adams County reserves the right to modify and/or amend this Manual without notice and further reserves the right to enforce the terms contained herein.

COUNTY IN-LINE STRUCTURE

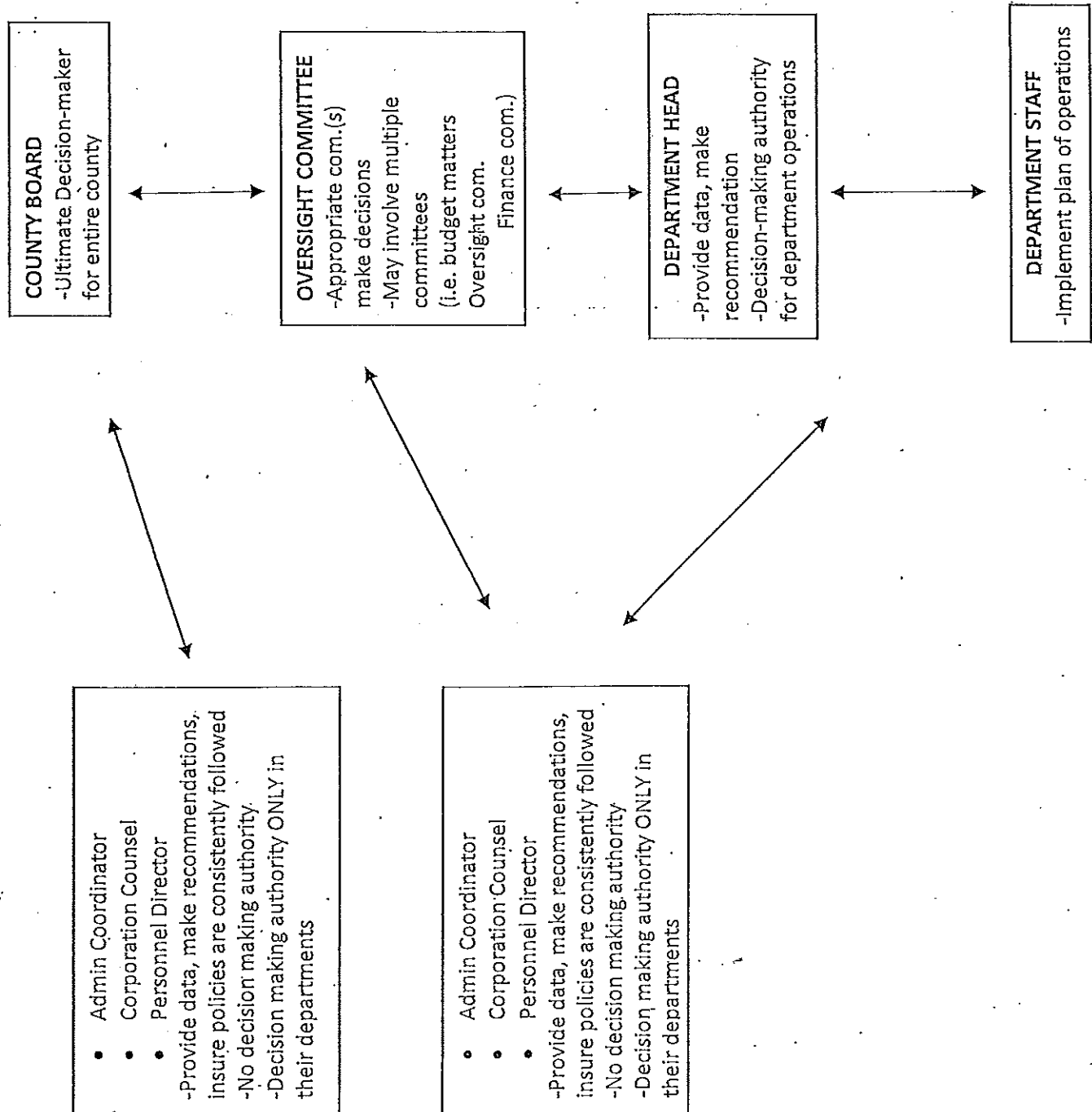


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CHAPTER ONE: GENERAL POLICIES

SECTION 1 - SCOPE

It is the intent of the County Board of Supervisors, to the extent permitted by the laws of the State of Wisconsin and the Federal Government, to establish uniform County Personnel and General Administrative Policies. The rules, regulations and policies shall apply to the County Board, Committees, Boards, and Commissions where applicable and to all employees of the County under jurisdiction of the County Board. This Policy shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies that conflict with the policies herein.

SECTION 2 - ENFORCEMENT AND AMENDMENT

2.01 The County Board, Administrative Coordinator/Director of Finance Personnel Director and Corporation Counsel retain overall authority for the interpretation of this Policy. The Corporation Counsel has an overall authority for the interpretation of this policy, in the event of a conflict of interpretation it can be appealed to the Executive Committee.

2.02 All County Board Supervisors, Elected Officials, and employees are responsible for reading this Policy, requesting further explanation of any provisions not understood, and ensuring that their own conduct is consistent with this Policy. All employee questions regarding the application or interpretation of the Personnel and General Administrative Policies shall first be discussed with the employee's Department Head. If unresolved, the question may be submitted by the Department Head to the Personnel Director.

2.03 This Policy, or any of its provisions, may be amended at any time by the County Board, and any such amendment shall be communicated to all employees and shall have full force and effect when adopted or on such other date as may be specified.

SECTION 3 - NOT A CONTRACT

3.01 Nothing in this Policy shall be construed to imply there is a contract between employer and employee. Unless there is a specific contract separate and distinct from this Policy, all employees are considered, and shall be treated as, at-will.

CHAPTER TWO: RECRUITMENT, SELECTION & APPOINTMENT

SECTION 1 - JOB DESCRIPTIONS

1.01 Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. All job descriptions shall be approved, signed and dated by the Home Committee.

1.02 New Position Job Descriptions. Department Heads are responsible for the creation of a job description for any new position in their Departments, or as directed by any Committee of the County Board, or the County Board. All new positions shall be created in accordance with **Chapter 2, Section 3, New Positions.**

1.03 Updating Existing Job Descriptions. Department Heads are responsible for updating all job descriptions for their Department. Department Heads will confer with the Personnel Director prior to submitting it to their Home Committee. All updated or revised job descriptions shall be approved, signed and dated by the Home Committee. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.

SECTION 2 - POSITION CATEGORIES/RECRUITMENT FOR EMPLOYMENT

2.01 The County has a number of categories for positions ranging from full-time to seasonal, as described in the following subsections. The term "year" shall be defined to mean the time from January 1 to December 31st of any twelve (12) month period. The job category descriptions below and corresponding language do not guarantee any specific amount of hours for any employee and should not be so construed or relied upon.

2.02 Regular full-time Category. A regular full-time position is authorized at either nineteen hundred and fifty (1950) hours per year or two thousand eighty hours per year (2080), and shall receive fringe benefits.

2.03 Regular part-time Category. A regular part-time position is authorized to work less than nineteen hundred and fifty (1950) hours per year. Regular part-time positions are eligible for pro-rated benefits as long as they work more than eighty-five (85) hours per month. If the employee works under eighty-five (85) hours per month they will not receive fringe benefits, except retirement after six hundred (600) hours of employment. If the regular part-time employee is successful in gaining a regular position, they will receive credit and seniority for the time worked as a regular part-time employee, and retains their original start date.

2.04 On-call Category. An on-call employee is defined as an individual who fills in on an "as needed" basis for regular employees in the event of an emergency. Department Heads shall ensure on-call employees do not exceed ten (10) business days of employment per calendar month. On-call employees are not eligible for fringe benefits. An on-call employee may not be placed in a regular position unless placement follows the recruitment policy. Should an on-call employee be successful in gaining a regular position, no credit, seniority or benefits shall be given for the time worked on an on-call basis.

2.05 On-Call Employees Recruitment. On-call employees may apply at anytime. The list of on-call employees will be maintained by the Personnel Director. All requests for on-call employees shall be submitted to the Personnel Director, stating the employee being replaced or the position being filled. No

Department shall contact an on-call employee unless directed to do so by the Personnel Director. In an emergency situation, such as an employee calling in sick and a replacement is needed, the Department shall contact the Personnel Director for an on-call employee. If the Personnel Director is unavailable, the Department may contact an on-call employee on their own. The Department is responsible for notifying the Personnel Director immediately after finding an on-call employee, reporting who was contacted to work and the employee they are filling in for.

2.06 Seasonal full-time or part-time Category. A seasonal full-time employee is defined as one who works an average of at least thirty-seven and a half (37½) hours per week for a limited time period not to exceed one hundred fifty (150) calendar days.

2.07 Seasonal Employees Recruitment. The Department Head after conferring with the Personnel Director may hire up to the number of budgeted approved seasonal employees without obtaining further authorization to hire. The further hiring of any additional staff throughout the year shall be submitted on a new Personnel Recruitment Form following **Section 3 – 3.02.**

2.08 Parks Department Seasonal Employees Category. A seasonal full-time or part-time employee in the Parks Department shall work no more than ten (10) months per calendar year. Full-time seasonal employees in the Parks Department, who work more than eighty-five (85) hours per month, shall be eligible for fringe benefits. A part-time seasonal employee in the Parks Department who works less than eighty-five (85) hours per month shall not be eligible for fringe benefits. Seasonal full and part-time employees may move back and forth between these classifications due to the cyclical nature of the seasonal establishment. Per Sec. 213(a)(3) of the Fair Labor Standards Act related to exemptions for recreational establishments, Parks Department Seasonal employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

2.09 Limited-Term Employee (LTE) Category. An LTE is defined as any employee who is hired for a temporary period of more than five (5) consecutive workdays, not to exceed ninety (90) consecutive calendar days. The hiring authority must complete the Personnel Recruitment Form and state the precise term with the start date, end date, and length of the term prior to the employee beginning. Summer Park LTEs may work up to one hundred (120) consecutive calendar days as a specific authorized exception to this Policy. Solid Waste LTEs may work up to two hundred thirteen (213) consecutive calendar days as a specific authorized exception to this Policy.

- A. Upon completion of the term, the employee may not be re-employed in any fashion with the County prior to the expiration of not less than five (5) calendar days. All temporary employees shall be selected based on the standard recruitment procedures. All LTEs are to be made aware of all County and Departmental security standards; it is the Department Head's responsibility to ensure that these standards are enforced.
- B. LTEs are not eligible for fringe benefits. An LTE may not be placed in a regular position unless placement follows the Recruitment Policy. Should an LTE be successful in gaining a regular position, no credit, seniority or benefits shall be given for time worked as an LTE employee.
- C. Per Sec. 13(a)(3) of the Fair Labor Standards Act related to exemptions for recreational establishments, Parks Department LTE employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.
- D. LTE'S once hired through the official hiring process may be used in subsequent years.

2.10 Authorization to Hire Recruitment. Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Director to initiate recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information and sign the form with appropriate comments within seven (7) business days.

ADAMS COUNTY PERSONNEL & GENERAL ADMINISTRATIVE POLICIES

2.11 **Existing Position Vacancy Recruitment.** A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The County Board may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget.

2.12 **Change Existing Position Recruitment.** To change an existing part-time position to a full-time position, the Home Committee, Department Head, Executive Committee and the County Board have to approve the request.

2.13 **Retaining Applications Recruitment.** Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.

2.14 **Recruitment Program.** The Personnel Director, in coordination with the Department Head develops and conducts an active recruitment program designed to meet current and projected County workforce needs. Recruitment of a Department Head is supervised and directed by the Personnel Director. Recruitment is tailored to the position to be filled and directed to sources most likely to yield qualified applicants.

2.15 **Change in Starting Salary Recruitment.** When the job market dictates, or experience is a factor, the Personnel Director may request approval by the Executive Committee to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment.

2.16 **Filling authorized positions.** Vacancies shall be filled as follows:

A. **Union Postings.** An opening for a position covered by a collective bargaining agreement will be posted in accordance with the terms of the applicable collective bargaining agreement and posted Countywide prior to advertising to the public. After the expiration of the posting period, the Department Head shall fill the vacancy in accordance with the applicable agreement, if a senior qualified union member posts into the vacancy, and shall promptly notify the Personnel Director that the vacancy has been filled. If posting does not fill the vacancy, **advertising to the public** shall be made.

2.17 **Public Advertisements.** All job postings that require a public announcement shall include at least the following information:

- A. Classification/Position title;
- B. Department where the position vacancy exists;
- C. Minimum qualifications and requirements of the position;
- D. Address and phone number to request and submit an application;
- E. Application deadline; and
- F. Equal Employment Opportunity statement.

Other forms or sources of public notice that are economically feasible and reasonably designed to reach a range of qualified candidates may also be used at the discretion of the Personnel Director.

SECTION 3-NEW POSITIONS

3.01 **New Position Classification.** When a new position is requested, whether budgeted or non-budgeted, the Department Head shall complete the Job Description Questionnaire, Personnel Recruitment Form and develop a Job Description conferring with the Personnel Director.

3.02 **New Position Not Budgeted for the Current Year.** The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee, the forms shall be

forwarded to the Executive Committee for approval. If approved, a resolution shall be drafted by the Personnel Director for County Board action. As the position would not be budgeted, it shall require a two-thirds ($\frac{2}{3}$) vote of the County Board. If the position is not filled within six (6) months from the date of approval by the County Board, it shall be removed from the table of organization. Exceptions to this are situations where a position is being actively recruited.

3.03 New Position for the Next Budget Year. The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee the forms shall be forwarded to the Executive Committee for approval. Once approved by the Executive Committee, all Forms shall be returned to the Administrative Coordinator/Director of Finance and shall be included with the Budget proposals for the next year.

SECTION 4 - EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION/NONDISCRIMINATION

4.01 It shall be the Policy of the County to recruit and select the most qualified persons for positions in the County. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition and provides equal employment opportunity in accordance with state and federal law and provides an effective career development plan for qualified employees through promotional opportunities.

4.02 Personnel practices within the County shall conform to the provisions of the law relating to non-discrimination in employment. Department Heads are required to follow this Policy in all hiring practices and filling of positions in their Department.

SECTION 5 - AFFIRMATIVE ACTION

5.01 It is the Official Policy of the County, in harmony with the legislative policy of the State of Wisconsin expressed in §111.31, Wisconsin Statutes, to provide Equal Employment Opportunities as set forth in Section 4. It is further the Official Policy of the County to employ minorities in proportion to their representation in the local population, according to statistics, which shall be on file in the Office of the County Clerk.

5.02 Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Presidential Executive Order # 11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission. The County also subscribes to the non-discrimination laws and regulations passed by Federal and State governments. Therefore, all County policies, procedures, rules and regulations of all Departments, Agencies, facilities, and the provisions of labor contracts are required to be in compliance with the above laws and orders. The County will take affirmative action, when necessary, to achieve handicapped accessibility, and nondiscrimination in contract compliance or employment practices, in accordance with Section 503-5-4 of the Rehabilitation Act of 1973 and the Ordinances and Resolutions of the County.

5.03 Program Responsibility. The Affirmative Action Officer for the County shall be the Personnel Director. The Affirmative Action Officer shall review all departmental policies and procedures, rules and regulations, and shall have access to all personnel files, documents, investigative reports, and any documents or information pertinent to the maintenance of the Affirmative Action Program. The Affirmative Action Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in a problem's resolution. The Affirmative Action Officer will also serve as a liaison between the County, compliance agencies, and other community organizations as

necessary. Such Affirmative Action Officer may participate in any programs or policies relative to the training, promotion, transfer or discipline of any person in the employment of the County.

5.04 Dissemination of the Equal Employment Opportunity and Affirmative Action Program.

- A. Dissemination of the Policy within the County.** The Affirmative Action Policy and Procedures are made part of the Personnel and General Administrative Policies governing and available to all personnel. Procedures for redress of grievances relating to Affirmative Action shall be as set forth in the Dispute Procedures outlined in the Personnel and General Administrative Policies. These Policies and Procedures are communicated to employees periodically through the Personnel and General Administrative Policies. New employees are informed on the Policy as part of the orientation program. The Affirmative Action and Procedures Plan is posted on designated bulletin boards. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Employment Act are displayed at various locations in County Facilities.
- B. Dissemination of Policy outside the County.** All recruiting sources for County employment will be informed of the County's intent to abide by Equal Opportunity Law and such recruiting sources will be expected to refer candidates for job openings without discrimination against properly qualified individuals solely because of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, and arrest or conviction record. Recruiting sources that are known by the Affirmative Action Officer to be discriminatory will not be used. All recruitment ads and County regular stationary will include the phrase "An Equal Opportunity Employer." Prospective employees are made aware of the existence of our Affirmative Action Plan by visual display. Advertising will not restrict opportunities except where such restrictions are bona fide occupational qualifications. Any individual wanting a copy of the Affirmative Action Plan will be provided a copy upon request.
- C. General.** The Affirmative Action Policies and Procedures Plan is publicized in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters may be made available.

SECTION 6 - EMPLOYEE SELECTION PROCESS

6.01 Applications. All applications for employment shall be made on forms approved by the Personnel Director. The County does not accept applications for positions when there is not an advertised position vacancy, with the exception of on-call positions and also part-time positions in the Sheriff's Department. It is the Department Head's responsibility to collect the applications from the Personnel Director after the application closing date has been reached and screen the applications with the Personnel Director, or his designee, in accordance with Section 6.03.

6.02 Promotions and Transfers. In limited cases, it may be possible for a position to be filled through promotion of current County employees. Promotional opportunities for non-union positions may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Candidates for promotion must complete the appropriate steps possess the required skills, knowledge, and abilities, and shall be recommended by the Personnel Director and Department Head. A 60 day orientation period is required for promotions or transfers.

6.03 Screening. Once the application closing date has been reached, all completed application forms will be considered for the open position. It is the responsibility of the Department Head, with assistance from the Personnel Director, or his designee, to screen all applications to obtain a workable number of candidates for interviewing. The initial screening is based on job related criteria as has been previously determined in the job description. From those candidates selected for interviews, the hiring decision is made on job related factors including but not limited to:

- A. Meeting basic job requirements, experience and qualifications;

- B. Realistic appraisal of personal characteristics clearly needed;
- C. Investigation of criminal conviction records when the circumstances of the offense are substantially related to the circumstances of the job; and
- D. Pre-employment inquiries to obtain past performance information from former employers and other references.

First consideration is given to the most qualified, best-suited applicant as determined by the evaluation of selection criteria for the position.

6.04 Evaluation of Candidates. Those conducting interviews may evaluate candidates on any basis as determined prior to the interview with the assistance of the Personnel Director.

6.05 Interviews. All applicants to be interviewed will be contacted by the Personnel Department. The Personnel Director will determine who will be included in interviews, including a member of the hiring department, the home committee chairperson and/or designee. The Department Head shall prepare interview questions that shall be reviewed and approved by the Personnel Director. Applicants selected for interview(s) shall bear all expenses for the interview(s). The Personnel Director may administer or appoint a designee to administer the interview questions. All interviews will be held in closed session per Wisconsin Statutes.

6.06 Selection. After all interviews are completed, those conducting the interviews, shall select at minimum a first (1st) and second (2nd) alternate candidate, unless the candidates do not meet the desired qualifications. The Personnel Director shall conduct reference and qualification checks on final candidates only. If these references are positive, a conditional offer of employment shall be given to the final candidate contingent upon successful completion of a physical evaluation, if required for the position, background check, and drug and alcohol test. If the qualifications for a position are not met and no offer of employment is made, further recruitment efforts to hire a qualified candidate may be made by the Personnel Director.

6.07 If the person to whom an offer is made does not fill the position or if the position becomes vacant within twelve (12) months of the date of the candidate's start date, the job may be offered to the second (2nd) alternate candidate or candidates in order of preference after consultation with the Personnel Director. If the qualified candidates selected from the initial interview decline the position, further recruitment efforts shall be made by the Personnel Director.

6.08 Eligibility Lists. Departments may request to advertise for eligibility lists for positions as follows:

- A. **Sheriff Department.** Jail Officers, Dispatchers, and Road Officers.
- B. **Highway.** Laborers/Truck Drivers and Summer Help.
- C. **Solid Waste.** Truck Drivers.
- D. **Health & Human Services.** Social Workers.
- E. See Chapter 2, Section 2, position categories/recruitment for employment.

Once the eligible candidates have been interviewed, the selected candidates will be placed on the eligibility list. The list shall remain on file for up to twelve (12) months for the filling of future vacancies. The Executive Committee may grant an extension up to six (6) months.

6.09 Hiring of Non-Elected Department Heads. Department Head applications are to be screened by the Personnel Director. The Executive Committee along with the committee chair shall interview the candidates recommended by the Personnel Director for appointment to the position of Department Head. The Personnel Director may request outside participants for the interview process. After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution. The only exception shall be the UW Extension Agents, Highway Commissioner and Library Director.

6.10 Hiring of an Administrative Coordinator/Director of Finance. The Personnel Director shall assist the Executive Committee in screening applicants. The Personnel Director and Executive Committee shall conduct interviews and the Personnel Director may request outside participants for the interview process. If the Personnel Director position is vacant the Executive Committee shall conduct the interview process. After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution.

6.11 Letter of Offer. The Personnel Director shall send a letter of offer and Medical Examination Form, if applicable, to the successful applicant documenting the terms of employment. A copy of the letter of offer will also be given to the Department Head. This offer shall be conditional upon successful completion of the following:

- A. Background Check;
- B. Drug and Alcohol Test;
- C. Physical Evaluation; if applicable
- D. Psychological Evaluation: at the discretion of the Personnel Director or Department Policy.
- E. Reference Check; and
- F. Verification of Qualifications: Those employees, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file;

The Personnel Director shall notify each unsuccessful candidate in writing upon selection after the interviews, prior to any of the background checks and testing commencing. The background checks and testing shall commence after verbal acceptance of the position by the candidate. Prior to the final candidate starting their position, the Medical Examination Form, if applicable, along with a letter of acceptance shall be returned to the Personnel Director, and all conditions of employment shall be given to the Administrative Coordinator/Director of Finance prior to starting employment. The County shall not pay relocation expenses of any kind.

SECTION 7 - NEW EMPLOYEE ORIENTATION

7.01 Policy. Adams County will follow an established orientation procedure. Where applicable, all new or promoted County employees will receive orientation of all necessary policies and procedures and required training.

7.02 Procedures.

- A. A newly hired employee will meet with the Personnel Director on their first day of employment, for orientation to general conditions of employment. Employees shall sign the form at the back of this policy indicating they have received a copy of the Personnel and General Administrative Policies and any addendums. This form is to be returned to the Personnel Director and placed in the employee's personnel file.
- B. The Department Head or designee, shall orient each new employee to the conditions related to his job location, description, and expectations, workplace safety, and hours of work, lunch and breaks. Said orientation shall include an introduction to fellow workers, the use of the time clock and its location, dress code, safety requirements, lunch and break periods, purchasing supplies, use of telephones and other items as deemed necessary. If possible the Department Head shall assign another employee throughout the employee's orientation period to assist in the orientation of the new employee.
- C. The Payroll Technician will meet with the new employee as soon as possible after their start date to obtain information necessary for personnel records and provide orientation and enrollment in benefits for which the employee is eligible.
- D. An orientation checklist shall be completed at each stage of the orientation to ensure discussion of each pertinent item. The completed and signed checklist shall be returned to the Personnel Department for inclusion in the employee personnel file.

7.03 Department Head Orientation. In addition to procedures outlined above, the County Personnel Director, County Clerk, Corporation Counsel and Administrative Coordinator/Director of Finance shall be responsible for the orientation of a new Department Head to the County Policies and expectations of the of the Department. An appointment will be scheduled with each of the positions listed above on the first day of employment or as soon as reasonably possible after the start date of the new Department Head. Topics to be covered with new Department Heads will be listed on the Orientation checklist.

The above named positions shall on a continuous basis, provide feedback and positive reinforcement to a new Department Head to ensure a smooth acclimation to the County.

SECTION 8 - NEW EMPLOYEE DRUG & ALCOHOL TESTING

8.01 As a condition of employment, all new employees must successfully complete a drug and alcohol test directed by the Personnel Director.

8.02 This Section does not restrict the County's right to request random medical, drug, or alcohol testing for employees after being hired.

SECTION 9 - NEW EMPLOYEE PHYSICAL EXAMINATION

9.01 A physical examination, if applicable, is required before the County employs a person. The physical exam is given in strict compliance with the American with Disabilities Act (ADA) and only after a conditional offer of employment has been made. The County will schedule the appropriate physical examination, if applicable, at the Moundview Memorial Hospital & Clinics, or another institution as selected by the Personnel Director and Department Head. This shall be based on the physical demands listed in the job description. The testing may include one or more of the following: basic employment physical, DOT, hazmat with or without a stress test, audiogram, X-rays or flexibility testing. This will be billed directly to the County's attention:

Personnel Department, P.O. Box 48, Friendship, WI 53934

SECTION 10 - RESIDENCY

10.01 The County deems it beneficial and expedient to have protective service and other vital service employees reside within the County. However, only those employees required by Statutes shall be required to reside in the County.

SECTION 11 - VOLUNTEER SERVICE POLICY

11.01 Purpose of Policy. The County recognizes that people in the community can make great contributions as volunteers. The County also recognizes the potential liability exposure incurred with engaging the services of volunteers. Proactive risk management efforts can control and minimize liability exposures to help ensure that the use of volunteers is a positive experience for both the volunteers and the County.

11.02 Definition. "Volunteer" is a person recognized and authorized by the County or one of its Officials, employees, or agents to perform services for the County without receipt of salary or compensation, other than reimbursement for reasonable expenses incurred in service to the County. Reimbursement for expenses shall be at the discretion of the Department Policy.

11.03 Employees as Volunteers. An employee of the County may not volunteer for the County when the employee's volunteer duties would involve the same type of service, which the individual is employed to perform for the same agency in accordance with the Fair Labor Standards Act (FLSA). All volunteer

services provided by an employee of the County shall be performed outside of the normal hours of work for the employee.

11.04 Volunteer Orientation and Information. Each department shall orientate the volunteer to the workplace, review of the job to be performed, introduction to persons that they will be working with, appropriate safety policies, injury reporting policies and applicable department policies. Each department shall present to the County Treasurer the name and address of all Volunteers. The list should be updated monthly for additions and deletions. If the Volunteer will use their own automobile for conducting County business, a copy of the Driver's License and the declaration page of their insurance shall be provided and submitted to the Treasurer. Per the Wisconsin County Mutual Insurance Corporation, the limits of coverage the volunteer should have are:

\$100,000 per person
\$300,000 per accident Bodily Injury
\$ 50,000 per accident Property Damage, or
\$300,000 Combined Single Limit

11.05 Confidentiality. Volunteers are responsible for maintaining confidentiality of all privileged information to which they are exposed while serving as a volunteer. This includes information pertaining to employees, other volunteers, clients, or other related Department information. It is the Department Head's responsibility to review this policy with the Volunteer.

11.06 Reference and Criminal Background Checks. Reference and criminal background checks are required for volunteers who will:

1. Be responsible for providing services to the public without a County employee being present; or
2. will be assisting citizens with their personal or financial matters.
3. The Personnel Department will conduct the criminal background checks for Departments after volunteer services have been accepted. Each Department will be responsible for performing the reference checks using a standard form, which can be obtained from the Personnel Department.

A. Caregiver Background Checks. The County is prohibited from accepting volunteer services from any person, who has been convicted of, or has a pending charge for, a serious crime as defined by Statute or Departmental rule. This also applies to a person found to have abused or neglected a client or child, or to have misappropriated client property. The Department is responsible for Caregiver Background Checks.

11.07 Recognition of Volunteer Service. Each year in December, the Personnel Director will draft a resolution, submit it to the Executive Committee for approval recognizing all volunteers for their service the expiring year, to be forwarded to the County Board in January.

CHAPTER THREE: EMPLOYMENT INFORMATION

SECTION 1 - WORKING HOURS

1.01 The normal workweek for full-time County employees may be either thirty-seven and one half (37 ½) or forty (40) hours depending on the Department or collective bargaining agreement. The workweek begins at 12:01 a.m. each Sunday and ends at 12:00 midnight each Saturday. When possible, offices shall remain open during the lunch hour. Employees shall stagger their lunch period to accommodate this schedule.

1.02 Flex scheduling may be worked out with the approval of the Department Head as long as it does not interfere with the operation of the office or create overtime and/or comp time.

1.03 Work hours of the Sheriff, Highway and Solid Waste Departments are set forth in their collective bargaining agreement.

1.04 The Department Head will inform employees of the specific hours employees are to work.

1.05 Employees shall inform their Department Head or supervisor of any departures from their place or places of work. Department Heads and supervisors have a duty to monitor and account for the work-related activities of their employees throughout their working hours.

1.06 (1) Lunch Periods and Breaks.

A. Each employee who works a full shift shall receive at least a one-half (½) hour unpaid lunch break which will normally fall approximately midway through the shift. Employees of some Departments may receive a one (1) hour unpaid lunch break, depending upon the Departments service hours or collective bargaining agreement.

B. Lunch periods are not to be skipped, or used at the beginning or end of the workday, without the specific approval of the employee's Department Head or supervisor. Employees are considered off duty, and are free to leave the premises, during lunch periods. Employees shall punch out at the beginning of their lunch and punch back in when returning to work.

C. Each employee is allowed a paid relief period of ten (10) minutes for each one-half (½) day's work. Break time cannot be accumulated in any manner or used to extend lunch periods or to shorten the workday. Employees are not allowed to leave the work premises during their ten (10) minute break.

D. Lunch periods and rest breaks are to be arranged between the employee and the Department Head or supervisor. Breaks are to be scheduled so that adequate staff coverage is provided and County services are not interrupted.

1.06 (2) Break Time for Nursing Mothers. Under Section 7 of the amended Fair Labor Standards Act, employers are required to provide reasonable break time for an employee to express breastmilk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk.

A. An employee interested in participating in the County Lactation Program should contact their supervisor, Department Head, or Personnel Director. The employee will be assisted in arranging the required time plus a private, clean room, not a rest room, with access to electricity where the employee will be comfortable expressing milk.

B. Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations.

C. Certified Lactation Consultants are available through the Adams County Health & Human Services Department of Public Health to assist employees with questions regarding breastfeeding, storage of breastmilk, use of a manual or electric pump and to provide information to help new mothers continue breastfeeding after returning to work.

D. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Adams County's policies and procedures for discrimination and harassment. Employees will not be retaliated against for exercising their rights under this policy.

1.07 Daylight Savings Time. Employees who are required to work during the change of Daylight Savings Time shall be paid for the actual hours worked.

1.08 Response Time. In order to respond to emergency and service needs, employees may be required as part of their job description to be able to meet specific response times.

SECTION 2 - PERSONNEL RECORDS

2.01 Personnel Files. The Personnel Director shall maintain the official files of all County employees in accordance with Chapter 19, Wisconsin Statutes.

2.02 Inspection of Records. The public may request in writing to the Personnel Director to inspect personnel files. The County shall provide inspection of personnel records to the public in accordance with Chapter 19, Wisconsin Statutes with approval of the Corporation Counsel.

2.03 Employees, or a representative designated in writing by the employee, upon written request to the Personnel Director, shall have the opportunity to inspect any documents in his or her own personnel file in accordance with §103.13, Wisconsin Statutes.

2.04 Maintenance of Records. The records of the County shall be maintained as set forth in the County Master Records Retention Schedule, and applicable State Statutes.

2.05 Employment References. Professional references concerning past employment with the County shall be given by the County Personnel Director only.

SECTION 3 - POLITICAL ACTIVITY

3.01 No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliation, except as provided for in this Section. No employees or Elected Official shall directly or indirectly use or seek to use their authority or the influence of their position to control or modify the political action of another person. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended.

SECTION 4 - NEPOTISM

4.01 The term 'relative' refers to an immediate family member or person living in the same household. No relative can be employed in an immediate superior or subordinate relationship. No Board or Committee member, Department Head, supervisor, employee, or Elected Official, may take part in the selection, appointing of authority, evaluation, promotion, demotion, lay-off, termination or assignment of benefits or supervision of any relative.

SECTION 5 - CONFLICTS OF INTEREST AND MISCONDUCT

5.01 No employee shall accept directly, or indirectly, any property, personal advantage, money, or any other form of payment in kind which the employee is not authorized to receive or with the understanding that the employee will act in a certain manner in relation to any matter which is pending or might come before the employee.

5.02 No employee shall commit any of the following acts:

- A. Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;
- B. Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;
- C. Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;
- D. Make an entry in an account or record book or return, certificate, report or statement which, in a material respect, he intentionally falsifies;
- E. Under power of his office or employment, intentionally solicit or accept, for the performance of any service or duty, anything of value which he knows is greater or less than is fixed by law;
- F. In his private capacity, negotiate or bid for or enter into a contract in which he has a private financial interest, direct or indirect, if, at the same time, he is authorized or required by law to participate in his capacity as an employee, in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on his part and/or;
- G. Participate in the making of a contract in which he has a private financial interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part.

5.03 Subparagraphs F and G do not apply to contracts in which any single employee is privately interested that do not involve receipts and disbursements by the County aggregating more than \$15,000 in any year pursuant to §946.13, Wisconsin Statutes.

5.04 Any employee that commits any of the above prohibitive acts shall be subject to discipline pursuant to the Discipline and Discharge Section of the Personnel and General Administrative Policies.

SECTION 6 - MUTUAL RESPECT AND PROTECTION POLICY

6.01 It is Adams County policy that all individuals be treated courteously, professionally, fairly and with respect. This is articulated by the doctrine of Mutual Respect that has two key elements:

- A. The Adams County employee has responsibility to those we serve, reflected in our desire to be honest, courteous and helpful, and to recognize why an individual is seeking service and the individual's perspective;
- B. The Adams County citizen has responsibility to appropriately communicate the citizen's service needs, be prepared to assist county personnel, and not be verbally or physically abusive.

6.02 Verbal or physical abuse may include words or behavior that is disrespectful or threatening, condescending, indecent, profane, and includes any act of intimidation through a violation of personal space. All Adams County service providers shall treat all individuals with respect at all times. Examples of respect include:

- 1. Using respectful language in all verbal, written and electronic communication;
- 2. Being open and attentive to the point of view of others;
- 3. Using input and feedback in a respectful manner;
- 4. Expressing disagreements tactfully and respectfully;
- 5. Respecting the ideas, values and traditions of others.

6.03 Procedure to Respond to a Violation of this Policy

A. Individual Employee. If an individual determines that someone has violated this policy, that individual should first attempt to resolve the situation by informing the violating party that the behavior is unacceptable. If the situation is not resolved satisfactorily, or if an individual does not feel comfortable confronting an offender, a Mutual Respect and Protection Incident Report form should be completed as soon as possible and routed through the individual's immediate supervisor.

(Note: the Mutual Respect and Protection Incident Report form is for reporting purposes only, and is not intended to be used to judge an individual employee's actions in addressing the situation. However, if it is established that an individual knowingly made false accusations, that individual will receive corrective action and/or disciplinary action, up to and including termination.)

B. Supervisor/Department Head. It is the responsibility of management to ensure that all incidents are properly addressed. The immediate supervisor shall submit the completed Mutual Respect and Protection Incident Report form including any action taken by the supervisor to address the situation, to the Department Head, the Personnel Director, and to the Administrative Coordinator/Director of Finance no later than the close of business on the next workday following the incident. In addition, any threat of physical violence shall be reported to the Adams County Sheriff's Department.

If a supervisor has not finished the investigation/action of an incident within the time period allotted, the supervisor should submit the Mutual Respect and Protection Incident Report form with a notation as to when the investigation/action will be completed. Once the supervisor has completed the action, a supplemental communication addressing the action shall be forwarded to the Department Head, Personnel Director, and Administrative Coordinator/Director of Finance.

C. The Administrative Coordinator/Director of Finance has one business day from receipt of the communication to address the incident upon review of all the relevant facts relative to the case. The administrator's actions/comments shall be forwarded to the Department Head, employee, Personnel Director and, if necessary, the Sheriff for action.

6.04 Under no circumstances will retaliation or intimidation toward a complainant and/or others involved in an investigation be tolerated. If the complainant or any other individual who has participated in an investigation is subjected to any retaliation or intimidation, he or she should report such action immediately to the Personnel Director.

6.05 Posting of Policy. In an effort to ensure customers to Adams County facilities have access to this policy, all Adams County facility entrance areas shall have a copy of the Mutual Respect and Protection Policy notice posted in a viewable place and manner.

6.06 It is the duty of every employee to deal courteously and professionally with the public and other employees. Favorable impressions created by courteous and professional public relations develop citizen goodwill and support for the employee, his/her Department, and the County as a whole. Any disposition or demeanor indicating an attitude of discourteousness toward the public will be cause for disciplinary action up to and including dismissal.

SECTION 7 - PERSONAL APPEARANCE AND HOUSEKEEPING

7.01 All clothing must be respectable, clean, neat and not in need of repair. There are two (2) dress code categories.

A. Field Wear - Specific to a department and approved by the Department Head. Clothing is chosen as it relates to job assignment/activity. When not on field duty employees will be expected to wear business casual.

B. Office Wear – General dress code used in all County Offices at all times unless field wear. Appropriate attire will be considered as “business casual”.

a. The following are **never appropriate** for **Office Wear**:

1. Shorts of any kind (walking, bermuda, cut-offs, low riser or hip hugger pants)
2. Tank tops
3. Halter tops
4. Midriff tops
5. Strapless tops
6. Flip flops (beachwear type)
7. Rubber Garden shoes (Croc type)
8. Skirts/dresses that are considered micro or mini (nothing more than 3 inches above the knee)
9. Athletic Wear
10. Hats – caps/hats may not be worn inside of buildings
11. Clothing exhibiting any type of promotional depictions and/or potentially offensive words, terms, logos, pictures, cartoons or slogans. This is not to prohibit the wearing of appropriate logos, items supporting local or state organizations on appropriate days on/or near the events.
12. Jeans (must be clean, free of rips, tears, fraying and may not be excessively tight or revealing)

7.02 Modesty “Clause” – Clothing that reveals too much cleavage, your back, your chest, your stomach or your undergarments is not appropriate for a place of business.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choices of clothing to wear to work. If you experience uncertainty about acceptable business casual attire for work please ask your Department Head/Supervisor. The enforcement of this guideline is the responsibility of management and supervisory personnel. The key point to sustaining an appropriate “business casual” attire program is the use of common sense and good judgment and applying a dress code that is conducive to our business environment. **[Remember if you question the appropriateness of the attire, it probably isn’t appropriate.]**

7.03 Department Heads and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps.

- A. If questionable attire is worn the Department Head/Supervisor will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
- B. If an obvious policy violation occurs the Department Head/Supervisor will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
- C. Repeated policy violations will result in disciplinary action.

SECTION 8 - STORAGE OF PERSONAL BELONGINGS ON COUNTY PROPERTY

8.01 County owned lockers, desks, file cabinets, electronic equipment, and vehicles are not the private property of the employee. There is no reasonable expectation of privacy with regard to their contents and they are subject to inspection.

SECTION 9 - OFFICE ETIQUETTE

9.01 Please be respectful when you are in another employee's work area. The employee may be on the phone or need less noise interruptions to do their work. When entering others offices, especially when you are meeting with clients, visitors, or members of the community, or even another employee, please be polite and knock before entering, and wait for acknowledgment. Most Offices in the County have an open door policy, but may not want to be interrupted at that time. Manners and respect to all are necessary in the workplace.

SECTION 10 - CONFIDENTIALITY

10.01 Scope.

- A.** The purpose of this Section is to familiarize or acquaint employees with the general principles, rules, laws and exceptions as it relates to confidentiality. This is not intended to be an exhaustive discussion of the topic. Specific questions regarding the release of information shall be referred to the Department Head. Consultation with the Corporation Counsel shall be required.
- B.** Confidentiality refers to the protection of information that is intended to be private. A policy of confidentiality serves to encourage parties to speak freely and provide information that they might not normally disclose to another party. Since most Departments exist solely for the purpose of serving the public, the County must maintain the highest standards of confidentiality to ensure the best possible service to the public.
- C.** The requirements that certain information be kept confidential may arise from statute, privilege, contract, ethical rules, or by County Policy. Violation of confidentiality rules may result in discipline, litigation, criminal penalties, civil monetary penalties or a deterioration of the service relationship between the County and the public.

10.02 Departmental Policies on Confidentiality. The best source for information on confidentiality requirements for employees is the Personnel Director and Department Head. Each Department shall be required to implement a written policy on the confidentiality requirements. All employees, interns, students, and contract service providers shall be provided with a copy of the confidentiality policy for their Department and shall sign an acknowledgment that they agree to abide by the policy, which shall be filed in the employee's official personnel file. Each Department shall hold periodic training on the requirements of its confidentiality policy. Copies of these policies shall be filed with the Personnel Director, and updated by January of each year.

10.03 Open Records.

- A.** Public policy favors providing members of the public with access to information and records of governmental activities. The policy is based on the idea that all persons are entitled to the greatest possible information regarding the government and the official acts of those Officers and employees who represent them. Confidentiality is actually an exception to the Open Records and Open Meetings Law.
- B.** Each Elected Official, County Chairperson, Administrative Coordinator, Appointed Officer or individual Department Head, or any local public official per Wis. Statutes 19.32 (1dm) is the legal custodian of his/her records and the records of the office.
- C.** The Department or Committee Member preparing the agenda shall notice the agenda of a meeting at least twenty four (24) hours in advance of the meeting for the public, all members of the news media who have requested notice, and the official newspaper. As a general rule it is advised by the Attorney General that it should be noticed in three different locations. The agenda shall include time, date, place of the meeting, and subject matter. If there is an anticipated closed session it must be noticed as such in accordance with Wisconsin Statutes. In an emergency situation, a meeting may be called without twenty four (24) hours notice, but emergency meetings do require at least two (2) hours notice of the meeting.

- D. The Department or Committee Member preparing the minutes is responsible for submitting a hard copy of the meeting minutes with associated handouts/attachments to the County Clerk within ten (10) working days after the meeting.
- E. All information collected by a Department, whether written or oral, is subject to the County confidentiality requirements.
- F. Employees from one (1) Department may see confidential information from another Department in the course of their regular employment. For example, employees from the Administrative Coordinator/Director of Finance Office may pay invoices for the Health & Human Services Department. The Administrative Coordinator/Director of Finance employees are bound by the same confidentiality standards as those in the Health & Human Services Department.

Employees should be aware that it may be a violation of this Section to release information on individuals receiving services to other Departments, members of the County Board, or even the employee's Home Committee. Any employee found not abiding by this Policy shall be subject to discipline pursuant to the Discipline and Discharge Section of the Personnel and General Administrative Policies.

SECTION 11 - HARASSMENT

11.01 Anti-Harassment Statement. The County is committed to maintaining a work environment that is free of illegal discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based on a person's protected status as defined by law, and as indicated in this Policy. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

11.02 Scope. This Policy applies to all Elected Officials, salaried and bargaining unit employees within the County, and to all other employees, including full-time, part-time, temporary or agency personnel. It also includes others who do business with the County such as outside contractors, vendors or customers.

11.03 Sexual Harassment. All County employees are responsible for helping to prevent harassment. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, whether or not such conduct is repeated, constitute sexual harassment especially when:

- A. Submission to such conduct is an explicit or implicit term or condition of employment;
- B. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

11.04 Sexual Harassment Definitions. In accordance with Equal Employment Opportunity Commission (EEOC) guidelines, sexual harassment is defined as:

- A. **Unwelcome or Unwanted Sexual Advances.** This means patting, pinching, brushing up against, hugging, kissing, fondling, arms around shoulders, or any other similar physical contact normally considered unacceptable by another individual.
- B. **Requests or Demands for Sexual Favors.** This includes subtle or blatant expectations, pressures, threats, or requests for any type of sexual favor, which may be accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment, career or salary status.
- C. **Verbal Abuse.** Teasing or joking that is sexually oriented and usually considered unacceptable by another individual. This includes comments about an individual's body or appearance when such comments go beyond mere courtesy; telling dirty jokes that are clearly unwanted or considered offensive by others; or tasteless, sexually-oriented comments, innuendoes, questions or actions which may offend other reasonable people.

D. Engaging in Any Type of Sexually Oriented Conduct. This includes conduct that would unreasonably interfere with another's work performance such as extending unwanted sexual attentions to someone, which, in turn, reduces productivity or time available to work at assigned tasks.

E. Creating a Work Environment that is Intimidating, Hostile, or Offensive. A work environment may become intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, remarks, demands, physical contacts, or attentions. Such items as explicit or exposing posters, calendars, pictures, cartoons, or leers, gestures, questions or comments are also included.

11.05 Complaint Procedure. Any employee who believes another person subject to this Policy is sexually harassing them shall promptly take the following steps:

- A.** If possible, the employee shall politely but firmly inform the harasser how they feel about the actions and request that the person ceases the harassment.
- B.** If the harassment continues, or if the employee believes some employment consequence may result from such a confrontation, the employee shall report it to his immediate supervisor, Department Head, Personnel Director, Corporation Counsel or Administrative Coordinator/Director of Finance.
- C.** If the employee feels a resolution has not been reached in the previous steps, or if the employee believes some employment consequence may result from making such a complaint, the employee shall ask the Personnel Director, or designee, to investigate the complaint.
- D.** If the complaint is against the Administrative Coordinator/Director of Finance, the Executive Committee will investigate or arrange for an outside, independent investigator to conduct an investigation of the complaint.

11.06 Confidentiality. Confidentiality will be maintained to the greatest extent possible in order to protect the reporting person's identity as well as potential defamation of a wrongfully accused person. However, in most instances it will be necessary, at some point, to identify the reporting person so a thorough investigation can be completed.

11.07 Non-Retaliation. No retaliatory action is permitted against any employee who, in good faith, raises or reports a legitimate issue of sexual harassment or other discriminatory practice.

11.08 Investigation.

- A.** Sexual harassment claims shall be investigated as promptly and as thoroughly as possible by those conducting the investigation, and within the guidelines of County Policy by the Corporation Counsel and Personnel Director or other agency that is deemed appropriate by the Administrative Coordinator/Director of Finance.
- B.** In all cases, when an investigation is required, the investigation process will start no later than ten (10) business days after the Personnel Director receives a formal written complaint.
- C.** Accurate and complete records of all interviews shall be maintained.
- D.** Normally, interviews shall be conducted with the reporting employee, alleged harasser, and witnesses.
- E.** The reporting employee and accused harasser shall be notified in writing of the decisions reached.

11.09 Corrective Actions. Corrective action based on substantiated complaints of sexual harassment against any employee may include discipline, up to and including discharge.

SECTION 12 - CONFIDENTIALITY OF MEDICAL RECORDS

12.01 The County respects the confidentiality and privacy rights of all of its employees. Accordingly, the results of any test administered under this Policy and the identity of any employee participating in the County's Employee Assistance Program (EAP) or other assessment or treatment program will not be

revealed by the County to anyone except as required by law. The County will release an employee's record as directed by the express written consent of the employee authorizing release to an identified person. In addition, the County will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records. However, the lab or testing agency will disclose information related to a positive drug or alcohol test of any individual to the County. The County may disclose this information to the employee or to the decision maker in a lawsuit, grievance, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug test or alcohol test; or as required by law, including court orders and subpoenas. The Medical Review Officer (MRO) will not reveal individual test results to anyone, except the County Personnel or Administrative Coordinator/Director of Finance Offices, unless the MRO has been presented with a written authorization from the tested employee.

12.02 All records related to drug and alcohol tests of individual employees will be maintained in individual medical files separate from the employee's personnel file. These records will be stored in a locked cabinet in the Personnel Director Office and access will only be allowed to those employees who have a legitimate need to review the records of a particular employee.

CHAPTER FOUR: SALARIES AND WAGES

SECTION 1 - WAGES

1.01 Employee salaries shall be determined by classification as set by the County Board using the County Pay Structure. No employee shall be paid per diem. Elected Official salaries shall be determined by the County Pay Structure set by the County Board, in accordance with Wisconsin State Statutes.

1.02 Any change in an employee's wages or a change in employment status shall be submitted on an Employee Change Notice by the Personnel Director to the Administrative Coordinator/Director of Finance Office prior to the Friday preceding payroll week, after the status change occurs.

1.03 Employees hired prior to January 1 shall receive a step increase in pay on April 1 of each year. A step increase shall be given once a year until they reach market comparability (Grade 7) and then moving up a step every other year. Employees hired after January 1 will not be eligible for a step increase until the following year. (adopted May 18, 2010)

1.04 Terminated employees whose last day worked occurs prior to the date a change in the County Pay Structure is adopted, shall not be entitled to retroactive pay.

1.05 The Personnel Director shall send a letter to all employees, with a copy to the Administrative Coordinator/Director of Finance Office, who are transferred, reclassified, promoted, demoted, or who are temporarily assigned to another position documenting the pay and benefits that shall be received with the change in the employee's position.

1.06 Transferring from Part-Time to Full-Time. An employee who transfers from part-time to full-time in the same classification will be placed on the lowest step that will not result in a reduction in salary.

SECTION 2 - OVERTIME AND COMPENSATORY TIME

2.01 The Federal Fair Labor Standards Act regulates hours of work and overtime pay for employees covered by the Act. Employees are classified in accordance with the Federal Fair Labor Standards Act (FLSA) as either exempt or non-exempt. Exempt employees include Department Heads, supervisors, managers, and professional employees. Non-exempt employees, or those covered by the Act, are all other employees. If an employee has a question as to which category he is in, the employee shall contact the Personnel Director. Details regarding the implications of FLSA as it pertains to time-keeping requirements and treatment of employees on a salary or hourly basis, as well as fringe benefit rights, are set forth in other provisions of the Policy.

2.02 Overtime. Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:01 a.m. through Saturday 12:00 a.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

2.03 Compensatory Time. Compensatory time is granted rather than overtime pay, at the Department Heads discretion, at one and one-half (1½) times the hours worked in excess of forty (40) hours per workweek. Compensatory time should be granted for unusual occurrences or Department requirements only. The Department Head or supervisor shall approve the earning of compensatory time by signing the employee's timecard.

2.04 Non-exempt Employees.

- A. For non-exempt employees, hours worked in excess of the forty (40) hours in a workweek shall be compensated in compensatory time off or overtime pay, at the Department Head's option. This shall accumulate at the rate of one and one half (1½) times, either the hours worked for compensatory time, or the rate of regular pay for overtime pay. If overtime pay is selected, it shall be paid in the pay period in which the overtime was earned.
- B. If an employee works at two (2) or more job assignments, the number of hours worked for all such job assignments must be combined for purposes of these rules.
- C. Overtime and compensatory time off is based on actual hours worked. Sick leave, vacation leave, compensatory time off, or any other paid and unpaid leaves of absence, will not be considered hours worked for purposes of calculating overtime or compensatory time off.
- D. Subject to the Department Head or supervisor's approval, compensatory time instead of overtime may be allowed for regular full-time non-exempt employees, which works in excess of forty (40) hours in a workweek.

2.05 Exempt Employees.

- A. Exempt employees under the Fair Labor Standards Act will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the hours to be paid and actual hours worked, and any paid leaves of absence.
 - B. Full-time exempt (salaried) employees are normally expected to work an average of forty (40) hours per workweek. Exempt employees may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that exempt employees shall take no more than one (1) full day off consecutively for hours worked in excess of forty (40) hours for work outside of normal working hours, not to exceed four (4) calendar days in a calendar year. All full-time exempt salaried employees shall have their benefits calculated based on a forty (40) hour workweek. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee. Any violations of this policy shall be reported to the Personnel Director for appropriate disciplinary action, up to and including termination.
- Exceptions to this policy shall include Park Managers of Petenwell and Castle Rock Park, and law enforcement exempt employees. Although the intent is not to allow time off on an hour for hour basis, additional compensatory time may be granted for hours worked in excess of forty (40) hours per work week, at the discretion of the Department Head.

2.06 Use of Compensatory Time.

- A. The Department Head or supervisor prior to the employee taking the compensatory time shall approve the hours that the employee plans to be absent from work.
- B. Compensatory time will accrue in not less than fifteen (15) minute increments.
- C. The employee may receive compensatory time off equal to one and one-half (1½) times the number of hours worked, in lieu of cash payment for overtime.
- D. Compensatory time may not be used prior to the actual earning of the compensatory time.
- E. Compensatory time may be accumulated, not to exceed one hundred hours (100), any hours in excess shall be paid out. It is the Department Head's responsibility to monitor and pay out employees for any excess hours. All compensatory time earned shall be used by the December 15th or paid out by the last payroll period of each year for all employees.
- F. Compensatory time may never be used in such a manner as to constitute an opportunity to be absent from work for longer than one (1) continuous workweek.

2.07 An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall only transfer two (2) working days of compensatory time to the new position. The

remaining balance of accumulated compensatory time shall be paid out, by the Department the employee is moving from, at the employee's rate of pay prior to the transfer, promotion, or reassignment.

2.08 Reimbursement for Travel Time. Federal Law applies to compensation for travel time required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who is required to travel during hours that are in addition to the normal workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for hours that are in addition to the normal workday only if he drives an automobile to the conference. In no instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In this case the employee begins being paid once the employee arrives at work.

SECTION 3 - TIMECARDS

3.01 Exempt employees under the Fair Labor Standards act will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the hours to be paid and actual hours worked, and any paid leaves of absence.

3.02 Non-exempt employees are required to use the time clock to record hours worked each day. Each non-exempt employee shall file an accurate timecard, with the listing actual hours worked, vacation, floating holiday, bereavement, sick time, or any other paid leave of absence used, as required by the Federal Fair Labor Standards Act. Willful falsification of a timecard by an employee is grounds for discharge. Unintentional filing of an inaccurate timecard is grounds for discipline.

3.03 If an employee cannot punch his/her card, then the time may be written in and initialed by his/her department head. However, employees will not punch timecards for other employees. Employees punching for other employees will first be given a warning. A second offense will result in termination. If, by accident, an employee punches another employee's card, than the mistake must be initialed and approved by the Department Head.

3.04 Each employee shall sign their timecard verifying that the time documented is accurate and correct. It is the responsibility of the Department Head or his designee to also sign the timecard indicating he has reviewed the information and agrees the employee is paid as provided by the information on the timecard. Timecards for all employees are to be to the Administrative Coordinator/Director of Finance Office prior to 9:00 a.m. on Monday the week payroll is being processed.

3.05 Department Heads are required to sign their own timecard verifying that the time documented is accurate and correct. No other signatures will be required of a Department Head's timecard.

3.06 Employees are not allowed to commence work prior to the established starting time or continue to work beyond the established stopping time, without the prior authorization of their Department Head. Doing so may result in discipline for the employee.

3.07 The County utilizes the policy established by the U.S. Department of Labor regarding rounding practices for recording of paid time. Minor differences between clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise doubt as to the accuracy of the records of hours actually worked. Therefore, pursuant to the rounding practices provision of the Fair Labor Standards Act, starting time and stopping time to the nearest quarter hour is permitted. For example, when an employee punches in and commences work eight (8) minutes after their regular starting time, the starting time will be recorded to the nearest quarter hour (i.e. the employee punches in at 8:08 a.m. and is treated as having punched in at 8:15 a.m.). However, an employee who punches in and commences work prior to 8:08 a.m. is treated as having started work at the nearest quarter hour, i.e. 8:00 a.m. The same applies to an employee who works late and punches out at 4:38 p.m. the employee is treated as having worked to the nearest quarter hour, i.e. 4:45 p.m. However, an employee who works until 4:37 p.m. and punches out at that time is treated as having worked until 4:30 p.m.

Presumably, this arrangement averages out so that employees are fully compensated for all the time they actually work. For enforcement purposes the rounding rule of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all time the employee has actually worked.

3.08 Employees who are absent from work due to approved FMLA or Workman's Compensation leave shall indicate the type of leave on their timecard, whether it be for paid or unpaid leave. In the event the time is due to workman's compensation, the employee should include the date of injury.

SECTION 4 - PAY CHECKS

4.01 Pay Schedule. Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday. Pay stubs shall be available for Highway employees by Thursday afternoon, prior to a scheduled Friday payday.

SECTION 5 - RECLASSIFICATION

5.01 The reclassification of an employee is the reassignment of a position from one (1) pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

- A. A Department Head or non-represented employee may request a classification review from May 1st to May 31st each year.
- B. Employees requesting reclassification shall submit the request to their Department Head in writing along with a Job Description Questionnaire (JDQ) and recommended job description.
- C. A reclassification request by a Union employee shall be processed according to the collective bargaining agreement.
- D. All recommended employee reclassifications shall be submitted by the Department Head to the Personnel Director using the Justification For Upgrades Form. The Personnel Director may forward it to the consulting firm and then to the Executive Committee. Actions by the Executive Committee shall be forwarded to the Department Head in writing by the Personnel Director within sixty (60) days of the request. Any changes shall take effect January 1st of the year following the reclassification, unless changed by the Executive Committee any emergency reclassifications deemed necessary by the Personnel Director will be considered by the Executive Committee. *(A step increase will not be given to any reclassified position until the following year.) (adopted 5/18/2010)*
- E. When reclassified to a lower position, an employee's pay shall be changed to the rate of pay in the new salary range, which is closest to the current step without providing a decrease in pay. If the current rate of pay exceeds the maximum rate in the new salary range, the employee shall be red-circled.

SECTION 6 – ORIENTATION PERIOD

6.01 An employee is required to serve a sixty (60) day orientation period to get acquainted with the new job duties. If, during this period, either the Department Head, or Personnel Director or the employee believes the status change is not suitable, the employee may return or will be returned to the position formerly held. If the position has been filled or eliminated the employee shall be placed on lay-off status.

CHAPTER FIVE: BENEFITS**SECTION 1 - FRINGE BENEFITS**

1.01 Fringe benefits participation is generally available to employees working an average of eighty five (85) hours or more per month per year. Union contract provisions governing union employees may differ from those eligibility standards and County contribution levels. Limited Term Employees (LTE) are covered under FICA, Unemployment Compensation, Workers' Compensation and Wisconsin Retirement, if they qualify. It is the employee's responsibility to notify the Personnel Director who will forward a copy to the Administrative Coordinator/Director of Finance Office within two (2) calendar weeks of all changes in address, marital status or if there has been a change in a dependents status that may affect any of the benefits offered by the County. Any of the benefits listed in the Personnel and General Administrative Policies are subject to change anytime at the County's discretion.

SECTION 2 - HEALTH INSURANCE

2.01 Regular full-time or part-time employees, and seasonal full-time employees, working an average of least eighty five (85) hours per month per year shall be eligible for health insurance coverage. On-call, seasonal part-time and LTE employees are not eligible for health insurance coverage.

- A. Any employee that participates in the County insurance shall take single insurance if they are the only person covered on the plan, and shall take family insurance if a spouse, dependent or both will be covered under the plan. Insurance coverage shall be effective the first (1st) day of the month following one (1) complete month of employment.
- B. In the event of a layoff, the health insurance can be continued until the end of the month following the month in which the layoff occurs. By law, health insurance will be continued for leaves of absence under the Family and Medical Leave Act.
- C. Upon the termination of County employment, health insurance coverage for employees with family or single coverage plans will be provided as required by law, under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- D. An employee who retires after ten (10) or more years of full-time employment with the County may remain in the group provided the retired employee pays the full premium in advance for the applicable coverage. Coverage for retirees or retirees' spouses who are over sixty five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits. These ages shall be changed to reflect any future amendments to the Federal laws governing the Social Security Administration.
- E. A spouse of a retired employee shall be eligible, subject to carrier approval and conditions, to purchase health insurance provided to current employees, relative to the unit last employing such retiree, as long as the spouse pays the premiums and any other associated costs so that there is no cost to the County, until the spouse becomes eligible for Medicare. However, should such retiree decease prior to the spouse attaining Medicare eligibility, the spouse shall be permitted the option to purchase County health insurance as required by State and Federal Law.

SECTION 3 - DENTAL AND VISION INSURANCE

3.01 The County offers both dental and vision insurance to employees. This is voluntary coverage and is paid one hundred percent (100%) by the employee. The County shall make no contributions to this coverage. Enrollment forms and coverage information is available in the Administrative Coordinator/Director of Finance office. New employees are eligible for enrollment at the start of their employment with the County. Insurance coverage shall be effective the first (1st) day of the month following one (1) complete month of employment. Existing employees may add or terminate coverage

only during the open enrollment period in December of each year. Notification will be provided to employee of the open enrollment period by payroll check insert.

SECTION 4 - LIFE INSURANCE

4.01 All employees who are eligible to participate in health insurance are also eligible to participate in the basic group life insurance and accidental death and dismemberment plan sponsored by the County. The County will pay one hundred percent (100%) of the premium for an employee to have a \$5000 life insurance policy. This is available for the employee only, no dependent or spouse coverage is offered on this plan.

4.02 The County also has a group life insurance plan available from Employee Trust Funds (ETF) for State and Local Governments pursuant with Chapter 40, Wisconsin Statutes. Once you have been an active member of the Wisconsin Retirement System (WRS) for at least six (6) months, you may enroll in the group life insurance program. There are four (4) coverage options, which include: Basic Plan, Supplemental Plan, Additional Plan, and Spouse and Dependent Plan.

4.03 The County offers a traditional whole life insurance plan to employees that work 20 hours or more per week as well as their spouses, dependent children and grandchildren. The plan is offered by Boston Mutual Life Insurance Company and the premium is paid 100% by the employee and is offered via a payroll deduction.

SECTION 5 - FLEX BENEFITS PLAN

5.01 Section 125 of the Internal Revenue Code (IRC), which authorizes Flexible Benefits Plans, allows employees to convert a taxable cash benefit (salary) into non-taxable benefits after they have been employed for thirty (30) days. Employees are eligible to enroll in the flexible benefits plan if they work a minimum of eighty five (85) hours per month per year. Under a Flexible Benefits Plan, an employee may choose to pay for certain qualified medical expenses before taxes are deducted from his paycheck. The below options are all voluntary and employees do not have to participate in the Flexible Benefits Plan. Employee may participate in none, one (1), two (2), or all three (3) of the plan options available. Any wages contributed to these plans are tax-free. Any wages contributed will decrease and employee's State, Federal and Social Security wages, in return the employee does not have to pay State, Federal, Medicare or FICA taxes on the contributions.

5.02 This plan is subject to change according to IRS changes.

SECTION 6 - RETIREMENT BENEFITS

6.01 Wisconsin Retirement System (WRS). An employee's eligibility and coverage is controlled by the regulations of the Wisconsin Retirement Fund and the applicable statutes.

SECTION 7 - DEFERRED COMPENSATION

7.01 Deferred Compensation is a program that permits an employee, through payroll deduction, to defer a portion of his salary on a regular basis that will be invested in a tax deferred retirement savings account. This program is voluntary and the employee pays one hundred percent (100%) of the contributions. The County will make no contributions to these accounts. The County has made available two (2) programs for employees to participate.

Enrollment forms are available in the Administrative Coordinator/Director of Finance Office or you can go to the above websites to enroll.

SECTION 8 - SOCIAL SECURITY

8.01 All employees shall contribute to the Social Security Fund as required by Federal Law. Social Security contributions are at matching employee-employer rates and rates are subject to change.

SECTION 9 - EMPLOYEE ASSISTANCE PROGRAM (EAP)

9.01 The County recognizes that a wide range of problems not directly associated with an employee's job function can have an impact on an employee's job performance. In many instances the employee will overcome these problems on their own or with supervisory assistance. When this is not the case, the County believes it is in the best interests of the employee, his family and the County to make available a service to deal with the problems of alcohol or drug abuse, personal problems, and marriage or family problems, to assist the employee in resolving the problem and restoring satisfactory job performance. This section does not govern drug or alcohol testing, or follow-up treatment or counseling, required by other programs such as those governing employees holding commercial driver's licenses.

9.02 The decision to seek assistance under the EAP is the responsibility of the individual employee. Department Heads may refer employees to EAP because of job performance problems as part of a recommendation to rectify the problem. In the case of a Department Head, the Personnel Director would make a referral to the EAP.

9.03 Employees or their families' participation in the EAP is voluntary. An employee or a family member of an employee who wishes to take advantage of this program should contact the EAP Provider.

9.04 Confidential and private handling of an employee's personal information associated with EAP will be honored in accordance with law. No one will be made aware of the employee's participation in the EAP unless authorized in writing by the employee. Private discussions an employee has with the EAP staff will not be disclosed to anyone, except when failure to disclose would likely result in an imminent threat of serious bodily harm to an employee or another person.

SECTION 10 - WORKERS' COMPENSATION

10.01 Any employee who is absent from work due to work-related illness or injury, which absence is of sufficient duration to result in payment of Workers' Compensation, shall be paid per Wisconsin State Statutes.

SECTION 11 - COBRA AND HIPAA COMPLIANCE

11.01 The County shall remain compliant, as required by law, with the Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Health Insurance Portability and Accountability Act (HIPAA).

CHAPTER SIX: LEAVES OF ABSENCE

SECTION 1 - VACATION

- 1.01** This vacation schedule applies to all non-represented employees.
- Vacation accruals begin on the day of hire for all eligible employees.
 - The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.
 - Every employee must use 80 hours of vacation a year.
 - Every employee must use one consecutive block of 40 hours.
 - Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

- Full-time employees shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs
20+	200 Hours	7.693 hrs

- Newly appointed, non-represented employees with seven (7) or more years of qualifying experience may be placed at the 120 hour level. Qualifying experience to be determined by the Personnel Director.

1.02 The 160 hour rate does not take effect until 13 years of service with Adams County.

1.03 Vacation time will be accrued and be available for use on a bi-weekly basis. Vacation may not be taken without prior approval of the Department Head or their designee.

1.04 An employee who moves from one position to another in the County by transfer, promotion or reassignment shall be credited with accumulated vacation leave in the new position.

1.05 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation) layoff, death or retirement shall be paid for unused earned vacation. In case of death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

SECTION 2 - HOLIDAYS AND FLOATING HOLIDAYS

- 2.01** **Holidays.** Each regular full-time employee shall be granted the following holidays off with pay:
- A. New Year's Day
 - B. Friday before Easter - Spring Break Holiday
 - C. Memorial Day
 - D. Independence Day
 - E. Labor Day

- F. Thanksgiving Day
- G. Day after Thanksgiving (except Highway Department employees)
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. Any other holiday granted to a union employee by union collective bargaining agreement.

2.02 If a holiday falls on Saturday, the preceding Friday is considered the holiday. If a holiday falls on Sunday, the following Monday is considered the holiday. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday, unless off due to an excused absence.

2.03 Floating Holiday. In addition to holidays, one (1) floating holiday shall be granted to all employees who have been employed by the County for three (3) or more years, on January 1st, following the third (3rd) year of employment. The floating holiday must be used during the calendar year in which it is earned or it shall be considered waived by the employee. There is no cash payout for the floating holiday upon termination.

SECTION 3 - SICK LEAVE

3.01 Accumulation. All full-time employees shall earn one (1) day per month and accumulate up to twelve (12) days of sick leave per calendar year. Regular part-time non-union employees shall be prorated based upon the average number of hours in the employee's workweek. Total maximum accumulation of sick leave is one hundred eight (108) workdays. A day shall mean the number of hours in the employee's workday. All sick leave days shall be computed on the whole basis per the following formula depending on the date of hire:

- A. On or before the 16th - First (1st) day of month hired.
- B. On the 17th or after - First (1st) day of following month hired.

3.02 Sick leave shall be construed as a form of insurance against a loss of income during a short-term illness rather than a free leave. Sick leave does not permit an employee the right to a certain number of days off each year with pay as does vacation or holiday pay. Accrued sick leave may be used for:

- A. Personal illness
- B. Bodily injuries
- C. Maternity or paternity
- D. Medical, dental, or optical appointments
- E. Attendance for the care of immediate family. Immediate family includes mother, father, spouse, son or daughter, including stepparents and stepchildren, and grandparents.
- F. Leaves shall be taken as provided by the Federal Family and Medical Leave Act and Wisconsin Family Leave Act. Contact the Personnel Director for more information.

3.03 To use sick leave, employees should give the Department Head three (3) working days advance notice of appointments. Except when emergency conditions prevail, an employee must give notice to their Department Head or supervisor prior to the start of the employee's shift on the first (1st) day of absence, if possible to do so. If not possible to give prior notice, then notice shall be given as soon as practical.

3.04 Eligibility.

- A. Sick leave benefits shall begin with the first (1st) day of absence. Sick leave shall only be used if there is a minimum of one (1) hour of work missed and can only be used if the employee was scheduled to be at work.
- B. For employees claiming sick leave of more than three (3) days, the County shall require a doctor's certification of the employee's illness.
- C. Employees may be allowed to use sick leave if they become ill while on vacation. However,

a doctor's certificate to support this illness shall be required without request by the County.

3.05 An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall be credited with accumulated sick leave credits in the new position.

3.06 Upon layoff, retirement, resignation, or death (providing the retiring or resigning employee has given the County a minimum of ten (10) working days advance notice of such resignation), an employee shall receive, as a severance bonus, fifty percent (50%) of the sick leave accumulation he/she has in cash payout, not to exceed thirty (30) work days. Employees having fifteen (15) or more years of service with the County shall receive as their severance bonus payment of seventy five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty seven (67) workdays. If an employee fails to give a minimum of ten (10) working days advance notice of resignation, they shall receive no pay out of accrued sick leave.

SECTION 4 - PERSONAL LEAVE

4.01 An Application for Leave of Absence Form for all personal leaves shall be completed and sent to the Personnel Director to be placed in the medical or personnel file.

4.02 A full-time employee who is to be absent from his employment for any reason not otherwise provided for, must make application for non-paid leave of absence. The Department Head may grant a leave of five (5) consecutive workdays or less without further authorization. The Department Head shall discuss leaves of absence for more than five (5) consecutive workdays with the Personnel Director and the two shall agree on any acceptations. All leaves of absence shall be without pay under this Section, and shall be granted only after all other paid leave has been used. If a personal emergency occurs during the workday, employees shall make a reasonable attempt to contact their Department Head or supervisor before leaving work. If the Department Head or supervisor is not available, the employee shall notify the Personnel Director.

4.03 If an employee is in an unpaid status for more than fifteen (15) days, and desires to continue health insurance coverage during the leave, the employee shall pay the premium in advance of the leave to the payroll clerk. There shall be no loss of seniority, but benefits do not accrue during the leave.

4.04 Any personal leave meeting the requirements of the Wisconsin or Federal Family and Medical Leave Acts shall be counted as family and medical leave time under these statutes.

SECTION 5 - UNEMPLOYMENT COMPENSATION

5.01 Employees are eligible for unemployment compensation benefits in accordance with the laws of the State of Wisconsin. All unemployment compensation information shall be provided by the Personnel Director.

SECTION 6 - FAMILY AND MEDICAL LEAVE

6.01 Family and medical leaves are available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

6.02 General Requirements.

- A.** Eligibility and Length of Leave: Family & Medical Leave refers to unpaid family, care-taking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, care-taking or medical leave under Federal and/or State law.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 52 weeks to take leave in a calendar year.

1. Up to 6 weeks of family leave during any 12 month period for the birth or adoption of a child. This leave must begin and end within 16 weeks of the birth or adoption of a child.
2. Up to 2 weeks of family leave during any 12 month period to care for a child, spouse, domestic partner, parent, or parent of a domestic partner suffering from a serious health condition.
3. Up to 2 weeks of medical leave during any 12 month period for an employee to care for his/her own serious health condition.

B. Federal law allows employees who have worked at least 1,250 hours and 12 months to take up to 12 weeks of leave in a year, which is calculated in one of four ways prescribed by federal law, for one or more of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse or parent suffering from a serious health condition.
3. Medical leave for an employee to care for their own serious health condition.
4. Due to any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

C. Time Allowed: Time allowed under County policies and agreements and also under Federal and State Statutes is to be used concurrently and not consecutively. For example, County sick leave used for the birth of a child also qualifies as birth or placement leave under the state and federal laws and, therefore, is also deducted from an employee's leave entitlement under the state and federal laws.

D. Definitions:

1. "Serious health condition" is defined as a disabling physical or mental illness, injury, impairment, or condition involving any of the following:
 - a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility.
 - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
2. A "qualifying exigency" is defined as the following:
 - a. Short-notice deployment.
 - b. Military events and related activities.
 - c. Childcare and school activities.
 - d. Financial and legal arrangements.
 - e. Counseling.
 - f. Rest and recuperation.
 - g. Post-deployment activities.
 - h. Additional activities not encompassed by any of the above, but agreed to by the employer and employee.
3. A "covered military member" means the employee's spouse, son, daughter, or parent on active duty or called to active duty status.
4. A "domestic partner" means either of the following:
 - a. "Registered domestic partners" are two individuals who have registered their domestic partnership with the Register of Deeds in their county of residence and meet the following criteria:
 1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
 2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
 3. The individuals must share a residence;
 4. The individuals must not be more closely related than second cousins; and
 5. The individuals must be of the same gender.

- b. "Nonregistered domestic partners" are two individuals, whether the same or opposite genders, who have not registered their domestic partnership and meet the following criteria:
 1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
 2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
 3. The individuals must share a residence;
 4. The individuals must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
 5. The individuals must consider themselves to be members of each other's immediate family; and
 6. The individuals must agree to be responsible for each other's basic living requirements.
5. "Week" means five eight hour work days of leave for purposes of calculating intermittent or partial leave.
6. For each work day or work week in which an employee works fewer than the regularly scheduled hours by using intermittent or partial leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.
7. "In loco parentis" means having day-to-day responsibilities to care for and financially support a child with whom one has no biological or legal relationship.
8. Calendar year refers to the months of January through December.

6.03 Birth or Placement Leave.

- A. Unpaid birth or placement leave may be used within 16 weeks before, or within 12 months following the birth of the employee's natural child, the placement of a child with the employee for adoption, or the placement of a child with the employee for 24-hour foster care that is made by or with agreement of a licensed child welfare agency or County Social Services/Human Services Department.
- B. In a calendar year, no employee may take more than 12 weeks of birth or placement leave. In addition, no more than 12 weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the County, they are entitled only to a combined total leave of 12 weeks.
- C. An employee may substitute a maximum of six weeks accrued paid sick leave or other accrued leave for the first six of the otherwise unpaid 12 week period, provided the first six weeks occur within a period of 16 weeks before to 16 weeks after the birth or placement. After the first six weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period. No substitution of accrued paid sick leave is permitted for foster care placement.
- D. An employee must submit a written request for birth or placement leave not less than 30 days before the leave is to commence and must schedule the leave after reasonably considering the County's needs. If the date of the birth, adoption or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as possible. The employee shall identify if and what type of paid accrued leave the employee intends to substitute as provided under the law. All of the notification requirements are included on the Medical Certification form available from the Personnel Department.
- E. For the first six weeks, an employee may take birth or placement leave as an intermittent or partial absence in employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of intermittent or partial absences no less than two weeks before the schedule of absences is to begin. The schedule must be sufficiently explicit so that the County is able to schedule

replacement employees, if necessary, to cover the absences. Intermittent or partial leave must conclude within sixteen weeks following the birth, adoption or foster placement of a child. The remaining period of up to six weeks must be taken in a single block, but exceptions may be granted.

F. The employee must provide medical certification as required in (6.06) below.

6.04 Family Illness Leave.

A. Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:

1. Spouse
2. Biological, adopted or foster child
3. Child for which the employee stands "in loco parentis"
4. Biological parent or parent who stood "in loco parentis" to employee
5. Spouse's parent
6. Domestic partner
7. Domestic partner's parent

B. In a calendar year, no employee may take more than 12 weeks of family illness leave for the employee's spouse, child or parents. A maximum of two weeks of family illness leave may be taken for a spouse's parent, domestic partner or a domestic partner's parent.

C. An employee may substitute a maximum of two weeks accrued paid sick leave or other accrued leave for the first two weeks of the otherwise unpaid 12 week leave period. After the first two weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period.

D. An employee must consider the needs of the County when scheduling family illness leave. If an employee intends to use family illness leave for planned medical treatment or supervision of a family member, as defined above, the employee must do the following:

1. Give the County two weeks advance written notice of the intent to take such leave, the reason for the leave, and the planned dates of the leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued time the employee intends to substitute as provided under the law.
2. Schedule medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.
3. Provide the required medical certification as required in, (6.06) below.

E. When medically necessary, an employee may take family illness leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

6.05 Employee Medical Leave.

A. Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties. An employee may choose that any paid accrued leave be substituted for part or all of the otherwise unpaid 12 weeks leave. After the first two weeks, the County requires that any paid vacation, floating holiday or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave. No employee may take more than 12 weeks of unpaid medical leave in a calendar year.

- B. An employee may schedule medical leave as medically necessary. If an employee intends to use the medical leave for a planned medical treatment or supervision, the employee must:
1. Give the County two weeks written advance notice of the intent to take a leave, the reason for the leave, and the planned dates of leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued leave the employee intends to substitute as provided under the law.
 2. Schedule the medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.
 3. Provide the required medical certification as required in (6.06) below.
- C. When medically necessary, an employee may take employee medical leave as intermittent or partial absences from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so that it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent or partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

6.06 Medical Certification.

- A. If an employee requests leave under this policy, the employee must obtain a Medical Certification form from the Personnel Department. This form must be completed by the employee and the health care provider treating the family member or employee. In the case of placement for adoption or foster care, a copy of the legal documentation attached to the Medical Certification form will substitute for the health care provider's certification.
- B. If requirements for certification are not completed, the County may deny the leave. The County may request a second health care provider's opinion and/or periodic recertification at the County's expense.

6.07 Insurance and Benefits.

- A. While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life and dental insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.
- B. If the employee does not return to work after the leave entitlement has been exhausted, the County has the right to recover the health insurance premiums paid on behalf of the employee during a period of unpaid leave. An employee must return to work for at least thirty calendar days in order to be considered to have "returned" to work.

6.08 Return from Leave.

- A. An employee returning from employee medical leave is required to obtain medical certification from the health care provider that the employee is able to resume work.
- B. An employee returning from leave as provided under this policy can return to his or her prior position if vacant at the time the employee returns to work. If the position is no longer vacant, the employee shall be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

- C. An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

6.09 Interpretation. Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Human Resources Department for clarification.

SECTION 7 - MILITARY CAREGIVER LEAVE

Federal law allows eligible employees who are family members of covered service members to take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

"Family members of a covered service member" include the spouse, son, daughter, or parent, or next of kin of a covered service member. A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age. A "parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law." The "next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member.

A "covered service member" is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited. A "serious injury or illness" means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period," provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency. Thus, for example, an eligible employee may, during the "single 12-month period," take 16 weeks of FMLA leave to care for a covered service member and 10 weeks of FMLA leave to care for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care for the newborn child during the "single 12-month period," even if the employee takes fewer than 14 weeks of FMLA leave to care for a covered service member.

SECTION 8 - RETURN TO WORK PROGRAM

8.01 The Return to Work Program provides for the early return to work for employees who suffer an illness or injury that prevents them from performing their normal duties. It is in the best interest of both the employee and the County that the return to work be arranged as soon as possible. Prior to the employee returning, the County Job Assessment Form shall be completed by the Department Head and the County Return to Work Form needs to be completed by the employee's attending physician. These forms are available in the Personnel Department and shall be returned to the Personnel Director upon completion. This program offers an employee the opportunity to return to work within their medical restrictions, as identified by the employee's attending physician on the Job Assessment Form. The Personnel Director, along with the employee's Department Head, shall determine work availability. Transitional work assignments will be reviewed within the employee's Department and if nothing is available or appropriate, other Departments may be considered, on a case-by-case basis. The Personnel Director shall coordinate with other Departments to identify projects, tasks and the physical requirements of each that could be performed by the employee.

SECTION 9 - BEREAVEMENT LEAVE

9.01 In the event of a death in the immediate family or your spouse's immediate family of a regular full-time or regular part-time employee, including probationary employees, such employee will be paid for the time off necessary to make arrangements for the funeral or to attend a funeral as provided in this Section. An employee may be required to furnish verification providing the basis for the leave. All bereavement leave shall be taken within a week of the funeral.

- A. Five (5) consecutive workdays for employee's spouse, parent or children.
- B. Three (3) consecutive workdays for employee's brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, grandparent, grandchild or other members of immediate household.
- C. One (1) workday in the event of the death of another near relative, such as an, uncle, great-uncle, aunt, great-aunt, niece, great-niece, nephew, or great-nephew or if the employee is called upon to be pallbearer or to participate in a military funeral.

9.02 All employees shall receive one-half ($\frac{1}{2}$) day funeral leave with full pay for the funeral of a fellow employee. "Fellow employee" is defined as someone employed in the same department or office as the person taking funeral leave. Department Heads may permit employees, other than fellow employees of deceased County employee, two (2) hours leave to attend the decedent's funeral. Department Heads shall not, however, close their offices during such two (2) hour period unless the decedent worked in conjunction with such department or office on a regular basis.

SECTION 10 - CATASTROPHIC LEAVE

10.01 An employee is eligible to receive catastrophic leave pursuant to this policy in the event of the death of an immediate family member (defined as spouse, child, stepchild, parent or step-parent) or for

serious health conditions of an immediate family member. In an event of an employee's death, the beneficiary may apply for catastrophic leave. To be eligible for the County Catastrophic Leave Program for a serious health condition, the affected employee must also apply and be approved for the Family and Medical Leave Act. In exceptional circumstances an employee may request a waiver of the 1250 hour FMLA requirement for hours worked within the past twelve (12) months.

10.02 Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per occurrence of catastrophic leave eligibility. Regular part-time employees are eligible to donate and receive sick leave, but may not increase any hours or benefits by such use. Temporary employees and LTE employees are not eligible for the program.

10.03 A serious health condition is defined for this Policy to be the same definition as under the Federal Family and Medical Leave Act.

10.04 Employees who wish to apply for Catastrophic Leave shall complete a Catastrophic Leave Application. Once completed, the form shall be submitted to the Personnel Director for approval with notification to the Department Head. Once approved the form will be provided to the Administrative Coordinator/Director of Finance Office, which will make a written announcement or solicitation for donations. The announcement shall be placed on all official county bulletin boards for a period of ten (10) workdays.

10.05 Any employee that wants to donate sick leave must complete a Catastrophic Leave Donation Form. Once completed, the form shall be returned to the Administrative Coordinator/Director of Finance Office. Employee donations of sick leave time must be in whole day increments, cannot exceed five (5) days per donation, and cannot decrease the donor employee's sick leave balance to less than ten (10) days.

10.06 Donated sick leave transfers will be accepted on a first in, first used basis as determined by receipt of the authorization at the Administrative Coordinator/Director of Finance Office. Forms received after the maximum donations have been received will be returned to the donor with an appropriate explanation.

10.07 Donors should be made aware that donated time will be reflected on their official leave balances during the same pay period is actually credited to the recipient's account.

SECTION 11 - MILITARY LEAVE

11.01 Military leaves of absence will be handled according to Federal and/or State laws. Employees on bona fide military leave shall be permitted to utilize accumulated compensatory time for a period of military training up to a maximum of fourteen (14) days per year. The employee shall provide a written copy of his military orders to his Department Head and the Personnel Director, who shall further verify the employee's accrued time status.

SECTION 12 - JURY DUTY LEAVE

12.01 During any period of jury service, the employee will receive pay from the County equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received for jury duty by the employee shall be given to the County Treasurer.

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SECTION 13 - SUBPOENA LEAVE

13.01 An employee is given time off with pay when subpoenaed by the County to appear before a court, public body or commission in connection with County business. Any witness fees received, less travel allowance, shall be returned to the County Treasurer.

SECTION 14 - DEPARTMENT HEAD TIME OFF

14.01 Department Heads who will be out of the area, or are unavailable at their home phone for three (3) or more days, shall contact the Personnel Director, Chair of their Home Committee and the Administrative Coordinator/Director of Finance in writing, or by email, to inform them of the dates the Department Head will be out of the area, the phone number where they can be reached, cell phone or pager number if available, and the name and phone number of the person responsible for the Department in their absence.

CHAPTER SEVEN: EMPLOYEE DISCIPLINE AND DISCHARGE

SECTION 1 - COMMUNICATION AND COMPLAINT

1.01 All communications and complaints that may result in employee discipline shall be made to the Personnel Director in writing.

SECTION 2 - DISCIPLINE AND DISCHARGE

2.01 **Actions that may result in Discipline or Discharge.** Nothing in this policy is to be construed as establishing a "just cause" standard for discipline of employees. Listed below are examples of behaviors or actions, which, in the absolute discretion of the County, may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive.

- A. Incompetence or inefficiency in the performance of duties;
- B. Any unlawful manufacturing, distributing, dispensing, possessing, having a blood alcohol concentration of above .00, (absolute sobriety) or with a detectible amount of restricted control substance in the workplace. This Policy, however; does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to the employee or if authorized by the Department Head for undercover work;
- C. Insubordination or failure to perform duties as instructed;
- D. Willful and intentional refusal to perform work assignment, or to follow orders of supervisor;
- E. Arguing, verbal abuse or assault of a County Board Supervisor, Department Head, Supervisor, co-worker, or member of the general public;
- F. Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;
- G. Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;
- H. Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;
- I. Make an entry in an account or record book or return, certificate, report or statement of which in a material respect, he intentionally falsifies;
- J. Carelessness and negligence in the handling or control of County property or theft or the unauthorized appropriation of property for their own use;
- K. Careless or sloppy work resulting in poor quality, or concealing defective work;
- L. Use of offensive or abusive language, discourteous, insulting, abusive or inflammatory conduct toward a County Board Supervisor, Department Head, Supervisor, co-worker, or member of the general public;
- M. Tardy or absent from work without permission or proper notification;
- N. Excessive unscheduled absences or abuse of sick leave privileges;
- O. Soliciting, accepting or offering bribes as prohibited;
- P. Dishonesty in performance of duties;
- Q. Willful falsification of a timecard or records;
- R. Sleeping during working hours;
- S. Leaving job without permission;
- T. Violation of County or Department Policies;
- U. Engaging in illegal discrimination of the public, employer or fellow employee;
- V. Engaging in harassment as set forth in Chapter 3 of the Personnel and General Administrative Policies;
- W. Unauthorized release of information required to be kept confidential by Federal Law, Wisconsin Statutes, Administrative Rules or Regulations, or by County Policy;
- X. If an employee is a caregiver whose employment is covered by Federal or State Law, or Department of Health and Family Services Rules and required by §48.685 and §50.065,

- 1 Wisconsin Statutes, then conviction of a serious crime as defined under those laws, will be a
2 violation of County policies;
- 3 Y. Determination made that the employee has abused or neglected a client or child or to have
4 misappropriated a client's property delineated by Federal Law, Wisconsin Law, or
5 Department of Health and Family Services Rules and as required by §48.685 and 50.065,
6 Wisconsin Statutes;
- 7 Z. Gambling on County property;
- 8 AA. Unavailability for work because of incarceration;
- 9 BB. Fighting or creating a disturbance among co-workers;
- 10 CC. Making false or malicious statements with the intent to harm or destroy the reputation,
11 authority or official standing of an individual or organization.

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13 **2.02 Disciplinary Procedure.** Discipline shall be applied to all County employees for violation of the
14 Personnel and General Administrative Policies, or other reasonable work standards not specifically
15 defined herein, but only after Department Head consults with the Personnel Director or in their absence
16 the Corporation Counsel. As part of the disciplinary process, the County shall conduct an adequate
17 investigation, prepare a list of potential violations, provide a copy to the employee for comment, and meet
18 with the employee, and his union representative if applicable, to discuss the allegations and the response.
19 While the following sequence of discipline is normally administered, the Personnel Director and
20 Corporation Counsel will exercise the appropriate measure of discipline.

- 21 A. **First (1st) offense - Verbal Reprimand.** The employee will be given a verbal reprimand in
22 private. The Department Head or immediate supervisor shall give the employee the reason
23 for being disciplined and also the manner in which the employee shall correct his problem in
24 the future. A letter shall be given to the Personnel Director and placed in the employee's
25 official personnel file with the signatures of both, the Department Head or immediate
26 supervisor and the employee receiving the reprimand. The letter shall include the date and
27 time of the reprimand, state that this was a verbal reprimand, the reason for the discipline, and
28 include what shall be done to correct the problem in the future.
- 29 B. **Second (2nd) offense - Written Reprimand.** The employee shall be given a written
30 reprimand with a copy given to the Personnel Director to be placed in the employee's official
31 personnel file. The written reprimand shall be signed by the Department Head or immediate
32 supervisor and by the employee who is acknowledging receipt. A copy shall be provided to
33 the employee and this will list the rule or policy broken and a manner to improve
34 performance.
- 35 C. **Third (3rd) offense - Suspension/Demotion.** The employee may be suspended with or
36 without pay, or demoted, by the Department Head, upon prior approval by the Personnel
37 Director and Corporation Counsel. The Personnel Director will send a letter to the suspended
38 or demoted employee, notifying them of the action taken and place a copy of the letter in the
39 employee's personnel file.
- 40 D. **Fourth (4th) or additional, offense - Termination.** The employee may be terminated by the
41 Department Head upon prior approval by the Personnel Director. The Personnel Director
42 shall notify the Chair of the Home Committee of the termination. The Personnel Director will
43 send a letter to the terminated employee notifying them of the action taken and place a copy
44 of the letter in his/her official personnel file. The Personnel Director will inform the
45 Executive Committee of terminations.

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47 **2.03 Department Head Discipline.** Unless WI Statutes directs otherwise, in situations involving
48 Department Heads, the Personnel Director or the Corporation Counsel shall administer disciplinary
49 procedures as outlined in this section regarding first and second offense or Sec. 59.26 Wisconsin Statutes.
50 The Personnel Director or Corporation Counsel shall address the Home Committee prior to discipline.
51 Upon notification from the Personnel Director of a third and fourth offense disciplinary procedures shall
52 be administered by the Home Committee and then the County Board in consultation with the Personnel
53 Director and Corporation Counsel.

2.04 Administrative Coordinator/Director of Finance, Personnel Director, and Corporation Counsel Discipline. Unless otherwise directed by the Wisconsin Statutes, in situations involving the Administrative Coordinator/Director of Finance, the Personnel Director, or the Corporation Counsel, the Executive Committee Chair shall conduct all disciplinary investigations and administer any disciplinary action in consultation with the Executive Committee and County Board.

SECTION 3 – RESIGNATIONS & TERMINATIONS

3.01 Resignation Notice.

- A. Employees wishing to resign in good standing shall give written notice to the Department Head not less than ten (10) business days before such resignation shall be effective. The Department Head shall provide written notice of the resignation to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the Department Head and the Personnel Director.
- B. Department Heads, supervisors, managers, and professional employees shall give thirty (30) calendar days written resignation notice to the Personnel Director, with a copy to the Administrative Coordinator/Director of Finance and the Home Committee Chair. When a resignation notice is received it shall be accepted by the Personnel Director and shall be final unless reversed by the Home Committee Chair.
- C. Failure to give the minimum notice of resignation listed above shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.

3.02 Notification of Termination/Resignation. When notified that an employee is leaving, the Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems at the appropriate time.

3.03 Payout. Employees who resign, retire, or are discharged shall be paid in full by no later than the date on which the employee regularly would have been paid under the County's established payroll schedule. In case of the death of an employee, the full amount of wages due shall be paid to the spouse, children, or other dependent living with such employee at the time of the death.

3.04 Exit Interview. An Exit Interview shall be conducted with full-time employees who are separating from County employment regardless of their length of service, position or circumstances of separation. The Personnel Director shall conduct an Exit Interview prior to the time the employee separates from County employment. The Exit Interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where policies and procedures are in need of review or revision, and where supervisory or managerial practices need modification or improvement. Employees are requested to complete the Exit Interview Form and return it to the Personnel Director. A summary of comments will be provided to the Department Head and Home Committee.

3.05 Return of County Property. Employees leaving County employment shall return all identification card, keys to all County property, all materials and equipment that belongs to the County to the Department Head on or before the last day of work. Failure to return County property may result in prosecution. Any employees transferring from one (1) County Department to another shall return all keys, material, and equipment to the Department Head prior to beginning the new position.

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SECTION 4 - LAYOFFS

4.01 Layoffs. Employees may be laid off by action of the Department Head in conjunction with the Home Committee with the notification to the Personnel Director.

CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES**SECTION 1 - GOVERNMENTAL ACCOUNTING PRINCIPLES**

1.01 Purpose. Basic accounting concepts and principles as they relate to governmental accounting in general shall be followed by all departments. Adams County is independently audited each year. The County is wholly responsible for the receipt and expenditure of all funds regardless of revenue source (i.e. federal, state, tax levy, donations, grants, etc.).

1.02 Fund Accounting. An independent fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions or limitations”.

1.03 Types of Funds. The following is a description of each major category of funds or account groups used in Adams County.

A. Governmental Funds:

1. **General Fund.** (100) Accounts for resources devoted to financing the general services, such things as general administration, protection of life, property and similar broad services and is primarily funded by county tax levy.
2. **Special Revenue Fund.** (200) Accounts for the proceeds of specific revenues sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.
3. **Debt Service Fund.** (300) Accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.
4. **Capital Projects Fund.** (400) Accounts for financial resources to be used for the acquisitions or construction of major capital facilities (other than those financed by proprietary funds or special revenue funds).

B. Proprietary Funds.

1. **Enterprise Fund.** (600-700) The enterprise fund is used to account for operations:
 - a. That are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or
 - b. Where the County has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or other purposes.
2. **Internal Service Fund.** Accounts for the financing of goods or services provided by one department to other departments of the County, or to other governmental entities on a cost reimbursement basis.
3. GASB 34 Rules may require alternate classification for certain reports from governmental accounting standards.

C. Fiduciary Funds.

1. **Trust and Agency Funds.** Accounts for assets held by the County in a fiduciary capacity as trustee, custodian or agent for individuals, other governmental units and non-public organizations.

D. Fixed Assets and Long-term Liabilities Account Groups.

1. **Fixed Assets.** Fixed assets are accounted for in individual funds using object codes in the 900 range. (Account codes #18300 – 18890) All fixed assets are valued at historical cost, or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

GASB 34 requires governmental entities to report all capital assets, including infrastructure, in the government-wide statement of net assets and will also require the reporting of depreciation expense.

2. **Long-term Liabilities.** Long-term liabilities are not records in the general ledger and are only reported in the notes section of the annual audit financial report.

SECTION 2 - ACCOUNTING POLICIES

2.01 Appropriation and Revenue Control Policy. Department Heads are responsible for their respective departments' expenditures and revenues in comparison to the budget. The Administrative Coordinator/Director of Finance will report monthly to the Administrative & Finance Committee all deviations from budgeted line items. The Administrative Coordinator/Director of Finance shall approve over expenditures in expense lines, and shall be notified of any unrealized revenues and report to the Administrative Finance Committee. Budget reviews are used to control appropriations. They are also used to monitor that revenues of the County are realized in a timely manner in accordance with budget expectations.

2.02 Method of Performing Review. Actual accounting expenditures and revenues are compared to the planned budget level to determine problem areas. If a problem exists and the Department Head is required to prepare a written corrective plan to resolve or alleviate the problem. The Administrative Coordinator/Director of Finance shall approve the corrective plan and forward it to the Home Committee and Administrative & Finance Committees.

2.03 Capital Costs. Capital costs are expenses for fixed assets such as land, land improvements, building and equipment. The County capitalization thresholds, to comply with GASB Statement #34, are as follows:

	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize only
Land Improvements	\$1	\$5000
Building	\$1	\$5000
Building Improvements	\$1	\$5000
Construction in Progress	\$1	Capitalize only
Machinery and Equipment	\$1000	\$5000
Vehicle	\$1000	\$5000
Infrastructure	\$5000	\$5000

Fixed assets are required to be reported on a government's balance sheet. Fixed assets with short useful lives and small monetary value are reported as an "expense" in the period in which they are acquired. Fixed asset costs are expensed annually by depreciation expense, which is amortized over the useful life of the assets using the straight-line depreciation method.

SECTION 3 - BUDGET PROCESS

3.01 Budget. The budget is a legal document used to monitor financial resources establishing the limit on spending and the amount of anticipated revenue to be realized. It establishes the amount of taxes to be levied and apportioned to municipalities and represents the financial plan for operating. The County Board adopts the budget annually in November.

3.02 Budget Procedures.

- A. Departments shall notify the MIS Director of all technology requests within the deadline established by the MIS Department. Any requests over \$5,000 will require at a minimum, a meeting with the Department Head, MIS Director.

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- B. Each department will receive a budget packet containing budget instructions, budget worksheets as determined by the Administrative & Finance Committee for completion.
- C. Upon completion of the budget packet the information is returned to the Administrative Coordinator/ Director of Finance, office for data entry.
- D. After data entry is complete budget packets are returned to departments for Home Committee approval.
- E. The Administrative & Finance Committee reviews each department's proposed budget, with the Department Head and makes any necessary revisions. The committee chairperson may be present, if they desire.
- F. Upon completion of all departments' proposed budgets, the Administrative & Finance Committee recommends the proposed tax levy and mill rate.
- G. The Administrative & Finance Committee submits the County Budget to the County Board of Supervisors for adoption.

SECTION 4 - INTERNAL CONTROL

4.01 Procedures.

- A. To the greatest extent possible, all financial and accounting responsibilities must be segregated, so that no one individual has complete authority over an entire transaction.
- B. Official accounting reports must be prepared or checked by persons other than those responsible for operations for which the report is prepared.
- C. Each department shall review monthly Skyward financial reports to monitor revenues and expenditures in comparison to the adopted budget.
- D. End of month financial reports shall be distributed to the departments by the 5th business day of each month. Each department shall reconcile monthly revenues, expenditures, and balance sheet accounts to the financial reports provided by the 18th day of the month. Any discrepancies found in the financial reports shall be brought to the attention of the Administrative Coordinator/ Director of Finance promptly.
- E. No departmental bank accounts may be established without prior authorization by the Administrative & Finance Committee. All such accounts shall follow County policies. Each Department shall reconcile department bank accounts monthly. Periodic review of bank accounts may be requested by the Administrative and Finance Committee.
- F. The Administrative & Finance Committee will review all departments' revenues and expenditures, basis, to monitor activity in comparison to the budget.
- G. The Administrative Coordinator/Director of Finance will audit vouchers weekly and review departments' revenues and expenditures on a monthly basis, all concerns will be brought to the attention of the Department Head.,
- H. Throughout the year, any purchase on non-budgeted equipment over \$1,000 requires **PRIOR** Home and Administrative & Finance Committees' approval and shall be forwarded to the Administrative Coordinator/Director of Finance. These requests should be presented by the Department Head.

SECTION 5 - CHART OF ACCOUNTS

Delineated Account Structure				
FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 E	01	51630	999	123
E = Expense				
Expenditures		5XXXX		

OBJECT: Provides account detail and classifies expenditures by the types of goods and services purchased.

PROJECT : Provides additional detail to identify transaction of specific projects.

ADAMS COUNTY PERSONNEL & GENERAL ADMINISTRATIVE POLICIES

FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 R	23	46120	(only used as necessary)	
R = Revenues				
Revenues		4XXXX		

Balance Sheet Accounts:

FUND	ACCOUNT	
Account	xxxxx	
Assets	1XXXX	100 A 11100
Liabilities	2XXXX	100 L 21010
Fund Balance	3XXXX	100 Q 34300

5.01 Chart of Account Maintenance. The Administrative Coordinator Director of Finance Office shall maintain the chart of accounts. Changes to accounts require submission of the appropriate form(s) as established by the Administrative and Finance Committee.

SECTION 6 - EXPENSE VERSUS CAPITALIZATION

6.01 Expense. The cost of items (i.e. incidental repairs) which neither materially add to the value of the assets nor appreciably prolong its life, but merely keep it in an ordinarily efficient operating condition, are expense items that should be charged against the fiscal year the material or service was received and the liability incurred. Equipment, which by its nature has a short normal life expectancy, early obsolescence, or other factors that contribute to an early loss of usefulness is expensed. Personal property with a unit cost of less than \$5,000 or a useful life of less than two years is also expensed.

6.02 Capitalization. Amounts spent in restoring property or amounts spent for replacements, which arrest deterioration and appreciably prolong the useful life of the asset are expenditures which are capitalized to the general ledger and recorded in the fixed asset system. Expenditures capitalized are considered assets of Adams County, which are depreciated, if applicable, per the useful life of the property. Example of items capitalized includes those items of personal property with a unit cost of at least \$5,000 and useful life of at least two (2) years. Cost of additions/extensions to an existing fixed asset, which is replaced by a new one, are capitalized and the old asset should be written off using a journal entry. Replacement, however; must meet the definitions within the capitalization policy.

Because many factors enter into a determination of whether an item should be expensed or capitalized, no complete set of rules can be laid down to fit all possible situation. Each case must be analyzed on its own merits as to whether an expenditure appreciably prolongs or materially adds to the value of the property resulting in capitalization of the item. If the expenditure does not meet the criteria, it should be expensed.

Fixed Assets that are leased, and considered capital leases, should be capitalized by the following journal entry:

Fixed Asset (Land, Building, or Equipment)	XXXX
Lease Payable (Total lease payments less interest costs)	XXXX

SECTION 7 - DEPRECIATION POLICY

7.01 Purpose. In accordance with generally accepted accounting principles, depreciation of fixed assets is required in the proprietary funds of government (enterprise and internal services funds) and must be shown on the operating statements of these funds. Depreciation is also used in examining or determining the full cost of a project or program. It is also a necessary cost of business when establishing user rates for services.

7.02 Definition. Depreciation represents the expiration in the service life of fixed assets attributable to wear and tear, deterioration, and obsolescence. It represents the portion of the cost of a fixed asset, which is charged as an expense during a particular period or fiscal year.

7.03 Method of Depreciation. Adams County utilizes the straight-line method of depreciating fixed assets. This method takes the cost of the fixed asset, less its salvage value, and prorates that cost over the useful service life of the asset. Through this process, the entire cost of the asset is ultimately charged off as an expense.

7.04 Service Lives of Assets. The County's fixed asset system can accommodate any service life selected for an asset. A service life can be different from a similar asset if you have a basis for such determination. Generally, service lives of assets are as follows:

- Land Improvements: 20-30 years
- Buildings and Improvements: 20-50 years
- Furniture, Machinery and Equipment: 3-20 years

7.05 Budgeting for Depreciation. Depreciation is entered as an expense and offset as an abatement in the same budget. This recognizes the non-cash nature of this expense. Only capital expenditures are part of the net budget of the County. Even though depreciation is not recognized in the net budget, it should be recorded in the operating accounts with an offset to accumulated depreciation in the general ledger.

7.06 Internal Control. The control over assets is the responsibility of management and Home Committees.

7.07 Inventory Systems. All inventory systems are to be updated annually for any additions or removals. Inventory Forms should be submitted to the Administrative Coordinator/Director of Finance at time of event. Tags generally are not removable. The tag number should be noticed on the form and scratched off of the item.

7.08 Inventory Records. Official Inventory records shall be kept and maintained in the Office of the Administrative Coordinator/ Director of Finance.

SECTION 8 - JOURNAL ENTRIES

8.01 Purpose. Journal entries are to be used to record accruals, prepaid items, correcting entries, reversing entries and charges between County departments.

8.02 Procedures. All journal entries must be prepared on the Journal Entry Form obtained from the Administrative Coordinator/Director of Finance Office.

8.03 It is the responsibility of the Department receiving the service to prepare the journal entry. The form is to be complete, balanced (debits = credits), and submitted no later than the 3rd business day of the following month in which the journal entry applies. Journal entries received after the 3rd business day will be posted in the following month and will not be reflected on the department monthly financial report.

8.04 Journal entries to cash accounts (# 1XXXX) generally should only take place, unless to adjust for transfers between funds to balance cash.

SECTION 9 - ACCOUNTS RECEIVABLE

9.01 Purpose. Accounts receivable are used to record revenues in the period in which they are earned. In most cases these accounts are used at year-end. Other accounts receivable accounts include billings to patients or clients, and billings to the state for work done on a monthly basis.

9.02 Procedures. At year-end, each Department must determine the revenues that have been earned in the current year but will not be received until the following year. It is the department's responsibility to include the proper fiscal year to which a transaction will apply by the last full week of February prior to the fiscal year accounts being closed.

9.03 It is the responsibility of Administrative Coordinator/Director of Finance to reconcile the accounts receivable accounts.

SECTION 10 - ACCOUNTS PAYABLE

10.01 Purpose. Accounts payable are used to recognize expenditures in the period in which they are incurred. In most cases within the County these accounts are used only at year-end.

10.02 Procedures. At year-end each department must determine the expenses incurred in the current year that will not be paid until the following year.

10.03 It is the Department's responsibility to include the proper fiscal year to which a transaction will apply. The system does not automatically flag the transaction. For items to be included in the accounts payable they must be submitted to the Administrative Coordinator/Director of Finance, or the assigned designee, in a timely manner for processing by the last full week of February prior to the fiscal year accounts being closed.

10.04 It is the responsibility of the Administrative Coordinator/Director of Finance to reconcile the accounts payable accounts.

SECTION 11 - INTERDEPARTMENTAL BILLINGS

11.01 Purpose. As a general rule the National Committee on Government Accounts (NCGA) state that revenues and expenses should be reported as such only once in the funds of a governmental unit. By definition internal services funds, enterprise funds and special revenue funds will account for interdepartmental transactions (expenses/receipts/journal entries) for the purpose of recovering grants, aids and special revenues. By definition of the general fund to account for resources devoted to financing the general services which the governmental unit performs for its citizens primarily with levied dollars, interdepartmental billings are not efficient and shall not be used unless there is a reporting or cost recovery requirement. Certain general administrative costs will be recovered through the 'Indirect Cost Reimbursement Plan'.

11.02 Procedures. Each department shall be responsible for interdepartmental transactions by invoice, receipt, and/or journal entries as deemed appropriate.

SECTION 12 - CASH RECEIPTS

12.01 All County departments shall remit monies directly to the County Treasurer daily if possible, but no less than weekly.

12.02 For departments that maintain a separate bank account, all incoming cash receipts should be processed and deposited in the bank promptly. Deposits must be made weekly regardless of the amount collected.

- 1
2 **12.03 Department Procedures.** All departments shall follow the following procedures:
3 **A.** All receipts by departments shall be recorded by issuing a numbered receipt.
4 **B.** No payments can be made from cash receipts; all billings shall be paid by check.
5 **C.** Do not cash any checks received. Deposits made to the County Treasurer must be in the
6 exact form (i.e. cash or check) as the department received them.
7 **D.** All checks shall be immediately endorsed, pay to the order of Adams County Treasurer and
8 the Department, and submitted to the County Treasurer as stated above.
9 **E.** Supporting documentation shall be prepared and submitted with the cash receipts. The
10 receipt shall include a subtotal after the checks, then display the amount of cash, and include
11 the total of the deposit. Indicate on the deposit the general ledger account distribution. The
12 amount of the deposit must be equal to the total of receipts issued by the department.
13 **F.** Deliver to the County Treasurer's Office and obtain a receipt.
14 **G.** The monthly cutoff for deposits with the County Treasurer is 3:00 p.m. on the last working
15 day of the month. Deposits made after this deadline will be credited to the following month.
16 No exceptions will be made.
17 **H.** No checks shall be cashed from cash receipts.

18
19 **SECTION 13 - INVESTMENTS**
20

21 **13.01** Adams County's cash is invested by the Adams County Treasurer with approval by the
22 Administrative and Finance Committee.

23
24 **13.02** Withdrawal or disbursement of any funds in a qualified public depository shall be completed in
25 accordance with §66.0607, Wisconsin Stats., and shall have the signatures in the following order:
26

27 County Board Chairperson
28 County Clerk
29 County Treasurer
30

31 **13.03** All funds shall be held with a qualified public depository, pursuant with Chapter 34, Wisconsin
32 Stats.
33

34 **SECTION 14 - PETTY CASH REIMBURSEMENT**
35

36 **14.01 Purpose.** The petty cash fund provides a means of payment for minor items of expense when it is
37 not practical to pay these items using the voucher disbursement. However, whenever possible, payment
38 for invoices should be processed through the voucher disbursement process. Petty cash is not to be used
39 to reimburse employees for expenses. At no time shall money from cash receipts be used as petty cash.
40

41 **14.02** The petty cash fund will be operated as a petty cash fund under the control of the responsible
42 department.
43

44 **14.03** Requests for Petty Cash funds shall be requested through the Administrative Coordinator/Director
45 of Finance who shall forward the request to the Administrative & Finance Committee for approval. Petty
46 cash amounts shall be determined, based on Department request and needs, by the Administrative &
47 Finance Committee.
48

49 **14.04** Departments are responsible for reconciling at the time of each purchase.
50

14.05 Reimbursement Procedures.

- A. Prepare a voucher and attach respective receipts. List on the voucher the account number(s) to be charged and the dollar amounts for each account. The total on the voucher must equal total of the attached receipts.
- B. Receive Department Head approval and submit voucher to the Administrative Coordinator/Director of Finance Office for reimbursement.
- C. Departments turn in all receipts for reimbursement for the current year prior to December 31st.

SECTION 15 - CARRY OVER ACCOUNTS/FUND BALANCES

15.01 Adams County presently maintains carry over accounts) in its general fund accounting system, which are the result of monies left from prior years budgets that are carried over to subsequent year budgets as established by County Board Resolutions. The general fund, special revenue funds, internal service funds and enterprise funds maintain fund balances as a result of monies left from prior years' budgets. Fund balances are used in subsequent year budgets and are maintained at an adequate level to cover emergencies and maintain a stable economic environment.

15.02 Carry over accounts shall be established by County Board for the following reasons:

- A. Statutory: Funds required by Statute to be non-lapsing.
- B. Special Revenue: Funds for programs whose primary source of revenues are from other than county appropriations, or which are limited by the Grantor or by County Board resolution to expense for a specific purpose.
- C. Special Projects: Unexpended appropriations for a specific expense, which is expected to be completed in subsequent years.

15.03 The Administrative & Finance Committee shall review carry over accounts annually to ascertain if the appropriation meets the above criteria.

15.04 The unreserved/undesignated fund balance in the General Fund shall be maintained at 15-25% of the current year actual audited expenditures for the general fund. Internal service and enterprise funds shall be assessed by end of year cash balances. The cash balances in these funds should be maintained at 20 - 30% of the current year actual audited expenditures for the fund (75-100 days cash reserve is desired). Fund balances shall be analyzed and appropriately applied in the budget process.

SECTION 16 - VOUCHERS

16.01 Purpose. §59.52(12), Wisconsin Stats., requires the County Board to examine and settle all accounts of the County and all claims, demands or causes of action against the County and issue county orders therefore. Adams County follows §59.52(12) and §66.0135, Wisconsin Stats., when disbursing funds for the settlement of accounts and claims against the County.

16.02 Procedures. The following procedures shall be followed for Adams County to comply with the prompt payment law.

- A. All orders for goods or services shall be by invoice or contract.
- B. All invoices must be date stamped upon receipt. This procedure will allow us to properly track invoices to ensure timely payment.
- C. Departments must submit a completed voucher. All vouchers forms will contain vendor number, account number, amount of payment, and have supporting documentation attached. Those submitting a voucher are responsible to remove sales tax and take allowable discounts. Any voucher without the above will be returned to the Department and will not be paid until corrected.

- D. All vouchers for a department will be turned in monthly at the same time by the next business day for processing in batch order.
- E. Vouchers will be paid once a month by the 15th of each month.
- F. The Administrative Finance Committee will review and approve/deny monthly payments.

16.03 For all purchases from vendors who do not have an authorized account, please contact the Administrative Coordinator/Director of Finance, or the assigned designee.

16.04 Approval Limits. The following table shows the maximum purchase a Department Head may approve when dollars have been allocated in the current year budget. Beyond that limit the Administrative Coordinator/Director of Finance shall approve the payment prior to any purchase. After the purchase is made the Administrative Coordinator/Director of Finance shall sign the voucher for approval of payment.

Highway & Solid Waste	\$ 25,000
All Other Departments	\$ 2,000

SECTION 17 – FRIDAY/SPECIAL CHECKS

17.01 Purpose. All vouchers forms will contain vendor number, account number, and amount of payment, supporting documentation attached. Friday/Special checks cannot be used to pay mileage and/or meal vouchers, or for payment of bills that missed the regular accounts payable cutoff. Friday checks shall be for any invoice that will incur a finance charge, penalty, or interest if paid after the 15th of the month, or if early payment of the invoice will provide a financial discount to savings to the county, or if the payment is time sensitive. All Friday checks must be in the Administrative Coordinator/Director of Finance no later than 9:00 a.m. on Friday for processing that day.

17.02 Under extenuating circumstances the Administrative Coordinator/Director of Finance may have a special check cut.

SECTION 18 – CREDIT CARD

18.01 The Administrative and Finance Committee may issue a Department/employee a credit account or subsidiary credit card for extenuating circumstances that do not allow for efficient business practice using the master credit card account; the voucher process; or when bulk purchases with vendors such as vehicle gas purchasing accounts are deemed necessary. The Administrative and Finance Committee will establish account limits. Use is authorized for County purchases pursuant to the purpose of the creation of the account, and pursuant to the County's Budgeting & Accounting Policy. i.e. All purchases shall be exempt from Wisconsin sales tax, using the County's Wisconsin Sales & Use Tax Exempt Certificate. All accounts shall be held in the name of Adams County Government under the Administrative Coordinator.

18.02 Master Credit Card Account. The Administrative Coordinator/Director of Finance shall oversee the master credit card to be used by Departments when voucher processing is not an option for payment or if delay of authorized purchase or payment would cause a financial or economic burden to the County or an employee of the County.

18.03 Credit Account/Subsidiary Credit Card Authorization. The subsidiary credit card account shall fall under the master credit card account overseen by the Administrative Coordinator/Director of Finance, whereas credit accounts shall fall under the appropriate department. Example of credit accounts may include Ace or Walmart. Upon the approval of the Administrative & Finance Committee accounts shall be established. Access to a credit card or subsidiary credit account is not an entitlement.

18.04 Internal Controls: For internal control procedures the Administrative Coordinator/Director of Finance shall maintain an up-to-date record of all authorized personnel who has access to each credit account or subsidiary credit card issued and the limit on each card. Under no circumstances shall the account be used for a cash advance or for personal use. An employee is required to comply with internal control procedures, not specifically outlined in this policy, that are designed to protect County assets; which may include ability to produce the card to validate its existence and account number.

18.05 Payment Process: All credit accounts shall be paid in accordance to the County's Budgeting & Accounting Policy. All subsidiary credit card account receipts shall be signed by the user/purchaser; include the account number for payment and be submitted to the appropriate department personnel within 5 days. Inability to process payment timely will be considered for revocation of the account.

18.06 Non-Conformance: Improper use of any County authorized credit card or credit account may result in disciplinary action up to and including discharge. Employee access can be revoked at any time by the Department Head. The Administrative Coordinator/Director of Finance shall report any misuse to the Administrative & Finance Committee. The Administrative & Finance Committee shall determine if any department account shall be revoked.

18.07 Employment Termination: Upon termination of employment with the County, for any reason, any and all credit cards issued to the employee shall be returned immediately and the account will be suspended.

SECTION 19 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT

19.01 Approval. Elected Officials, Department Heads and staff personnel may attend conventions, seminars, training and tours, provided it is related to the employee's job, and is approved in the department's budget. If funds are not available, **PRIOR** approval must be obtained from the Home Committee and the Administrative Coordinator/Director of Finance.

19.02 Out-of-State. All out of state travel and related expenses shall be authorized by resolution of the County Board.

19.03 Reimbursement for Expenses. The County will reimburse employees for expenses incurred for approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the monthly check processing. Employees shall receive approval, from their Department Head, prior to attending any convention, seminar, training or tour. The Department Head shall only approve an employee to go to a convention, seminar, training or tour if the money is available in the budget. In order to receive reimbursement, County Board, Committee Members, and employees must submit the original receipts and appropriate forms.

A. Lodging. Approved lodging should be reserved in the name of Adams County by use of a credit card available from the Administrative Coordinator/Director of Finance may be used to reserve a room. Employees shall pay the difference between single and double rates if lodging is shared with a non-county employee.

B. Mileage. Employees authorized to drive for County business shall hold a valid driver's license. Authorized use of an employee's automobile for County business shall be reimbursed at the rate set by the Internal Revenue Service. The employee shall use the most direct route possible. Distance shall be computed from the employee's primary residence or work location, as circumstances warrant. In order to receive mileage reimbursement, it will be necessary to provide the Administrative Coordinator/Director of Finance with a Certificate of Insurance, or a copy of the declaration page, indicating the amounts of coverage for liability and an expiration date of the policy. The minimum limits of coverage the employee shall have are:

\$100,000 per person
 \$300,000 per accident Bodily Injury
 \$ 50,000 per accident Property Damage, or
 \$300,000 Combined Single Limit

Employees are required to have this coverage as a minimum amount whether or not mileage reimbursement is requested. Failure to comply with these amounts will result in the employee not being authorized to drive for the County, and may result in discipline, up to and including discharge, for failure to perform assigned duties.

This shall be done at the start of employment with the County and at the time of renewal of the policy. An alternative is to obtain a Certificate of Insurance or a document from your insurance agent which names Adams County as the certificate holder and indicates the agent will contact the certificate holder if the insurance is canceled, this will be regarded as continuous coverage and will not require proof of renewal.

1. If a Department has a vehicle, or vehicles, and an employee attends a training or seminar, that vehicle should be used if available, rather than using a personal vehicle and charging mileage. Departments that do not own vehicles should check with Department's that do to see if one can be used, rather than using a personal vehicle and charging mileage.
- 2 No employee may claim mileage to his work place if it is the first (1st) stop of the day, or from his work place if it is the last stop of the day.
- 3 For trips that commence and terminate during non-business hours, the actual point of origin shall be used to compute mileage.
- 4 The County shall make no reimbursement, other than the per mile reimbursement specified above, to employees who use their private vehicles in the conduct of County business.
- 5 If traveling by bus or other means of transportation, the appropriate fare will be paid by the County.

C. Meals. Employees will be reimbursed a maximum of \$35.00 per day if

1. The employee is attending an approved convention or seminar out of the County.
2. Meal reimbursement shall be as follows:
 - a) It will be necessary to have a receipt for meals. No reimbursement shall be made for the cost of alcoholic beverages.

D. Parking. Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. If possible, a receipt shall accompany the request for payment.

E. Advance Payment. The County will pay in advance for registration if attendance is approved as provided in this Section.

F. Approval. Department Heads shall sign and approve all expense vouchers of their employees prior to submitting the voucher to the Administrative Coordinator/ Director of Finance's Office. Expense vouchers shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.

G. Telephone Calls While Attending Overnight Meetings. Employees shall be reimbursed for phone calls made, while attending overnight meetings, which pertain to County business. Personal phone calls shall not be reimbursed.

H. Registration. If a request for a registration check is not submitted timely to the Administrative Coordinator/ Director of Finance's Office, the employee shall pay the cost of the registration and include that cost in the expense reimbursement request for the next monthly check run.

I. Transportation.

1. **Air Travel.** Travel by plane shall be at coach rate and airline tickets shall be purchased in advance so as to achieve the lowest possible fare. If air travel will require additional nights of lodging and additional meals, these extra expenses and the value of lost work

time shall be weighed against the airfare and the most economical choice shall be made.
A receipt shall accompany the request for payment.

2. **Auto Rental.** Only the reasonable cost of compact or subcompact models is reimbursable, unless prior approval is obtained from the Administrative Coordinator/Director of Finance. A receipt shall accompany the request for payment.

19.04 Membership in State or National Organizations. Memberships to local, state or national organizations may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted.

19.05 Professional Licensure Fee. Fees for Professional Licensures may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted. This shall include the cost of becoming and maintaining a Notary Public for County business.

SECTION 20 - COUNTY CELL PHONE ISSUANCE

20.01 The County may issue a cell phone to an employee under certain circumstances when regular business travel or excessive use of a personal cell phone is used for County business. The Administrative & Finance Committee shall approve all requests for County cell phones.

20.02 Once approved, the MIS Director shall obtain and issue a cell phone to the employee.

20.03 Employees shall limit, to the best of their ability, the use of their County cell phone

SECTION 21 - PURCHASING

21.01 General. Adams County uses a decentralized purchasing system. This type of system authorizes each department to purchase their own goods and services within County guidelines.

21.02 There are currently no purchasing thresholds established other than the ones established by §59.52(29) and §66.091, Wisconsin Stats., regarding public works. Purchasing thresholds are established by the annually approved County Budget as administered by the respective Department Head and as overseen by the respective Home Committee(s).

21.03 Purchasing Rules & Regulations.

- A. Competitive bidding is not required for contract unless there exists a specific legal requirement that bidding proposals be advertised. Except where required by statute, the County is free to negotiate contracts, as it deems necessary.
- B. Adams County follows §59.52(29) and §66.0901, Wisconsin Stats., for public works contracting and bidding and shall comply with all prevailing wage requirements.
- C. Professional services are not subject to the bidding statutes on the theory that public bodies should be free to judge the qualifications of those who are to perform such services.
- D. Purchases defined as "equipment" are not a supply or material, and are therefore not subject to the bidding statutes.
- E. All bids are final as opened at the Home Committee level.
- F. All bids shall be awarded by the Home Committee.

SECTION 22 - COUNTY GRANTS

22.01 Grant Application. Department Heads should present details of the available state/federal grant to the respective Home Committee and Administrative Coordinator/Director of Finance prior to grant application. After approval a copy of the application shall be presented to the Home Committee and the

Administrative Coordinator/Director of Finance. All grants that require adding new positions to the County payroll shall require County Board approval. Grant applications of \$20,000 or greater shall require County Board action. Whenever possible, contracted services should be used to fulfill grant requirements rather than adding employees to the county payroll.

22.02 Upon notification of the grant award, a copy of the grant shall be forwarded to the Administrative Coordinator/Director of Finance. Grant revenues and expenditures should be discussed with the Administrative Coordinator/Director of Finance to determine proper accounting practices and procedures.

22.03 Grant Records. Each department is responsible for establishing and maintaining effective internal control over compliance with state and/or federal programs to provide reasonable assurance that the County is managing state and/or federal awards in compliance with laws, regulations, and provisions of grant contracts and/or agreements and County policy.

22.04 Grants are audited annually under Federal Circular A-133 and the State Single Audit Guidelines. All grant records shall be made available to the Administrative Coordinator/Director of Finance and/or external auditors upon request.

SECTION 23 - CONTRACTS, TITLES & LEASES

23.01 All original contracts, titles and leases shall be reviewed and initialed by the Corporation Counsel prior to Committee and/or County Board approval.

23.02 All original contracts, titles and leases shall be signed by the Administrative Coordinator/Director of Finance, after review and approval of the Corporation Counsel and appropriate Home Committee provided they have been approved in the current year's budget.

23.03 Any contract or lease that has not been approved in the current year's budget shall be approved by adoption of a resolution by the County Board. Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost-share contracts allocating grant funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.

23.04 A hard copy of all original signed contracts, titles and leases shall be provided to the County Clerk by the Department Head within five (5) working days and shall be held in the name of "Adams County Government"

23.05 It is the responsibility of the Department Head to follow all contract and lease regulations to ensure all monies are received and paid on time. If funds are received, it is the Department Head's responsibility to deposit the funds with the County Treasurer in accordance with Section 13 - Cash Receipts.

23.06 All original Contracts, Titles and Leases shall be held in the name of "Adams County Government" and shall be held by the County Clerk unless otherwise stated by law.

23.07 Failure to follow this Policy may result in discipline up to and including termination.

SECTION 24 – RAFFLE TICKETS

24.01 Any department holding a raffle on behalf of Adams County shall follow requirements found in Chapter 563 of the Wisconsin Statutes and Game 44 of the Wisconsin Administrative Code for the Conduct of Raffles in Wisconsin.

24.02 The Original Raffle License Application form or the Annual Raffle Report and Renewal. Application shall be reviewed by the Corporation Counsel and approved by the Home Committee.

24.03 All raffle tickets shall be numbered sequentially and accounted for accordingly.

24.04 All raffle ticket money shall be remitted to the County Treasurer weekly.

24.05 A “Monthly Raffle Report” shall be filed with the Administrative Coordinator/Director of Finance no later than 5 business days following the close of each month when a raffle is being held and a final report to be filed no later than 15 business days following the drawing for prizes.

CHAPTER NINE: INFORMATION MANAGEMENT & TELECOMMUNICATIONS**SECTION 1 — GENERAL INFORMATION**

1.01 Computers, primarily personal computers, and related equipment and software, play a rapidly increasing role in County Government. The county has made a substantial investment by providing computer systems to improve the quality and timelines of its services. Adams County shall provide only that access to computers, systems and information that is required for that individual or agency to perform required tasks and duties. This policy includes workstations, systems, wiring closets and data centers.

1.02 Introduction. This Computer Policy shall govern the acquisition and use of computers and computer-related equipment (including software, printers, monitors, speakers, laptops computers, facsimile, modems, Internet access, and email) throughout the County including all its Departments and sub-units. The enclosed policies and directives have been established to:

- A. Protect this investment.
- B. Safeguard the information contained within these systems.
- C. Reduce business and legal risk.

1.03 Violations. Violations may result in disciplinary action in accordance with the personnel manual, union contracts and Wisconsin State Statute 943.70. Failure to observe these policies may result in disciplinary action by Adams County depending upon the type and severity of the violation, whether it causes any liability, embarrassment, or loss to Adams County, and/or the presence of any repeated violation(s).

1.04 Administration. Adams County is the organizational entity that owns, secures and establishes policy for the security of all information, resources and facilities under it's control, as well as for contractors, tenant organizations, and business partners. Policies may be based on a combination of law, administrative policy and commonly accepted business practices; and will be determined based on the best interests of Adams County Government and its constituents. This policy will be reviewed at least annually, or as often as may be required to respond to changes in laws, technology or other requirements.

SECTION 2 — STATEMENTS OF RESPONSIBILITY

2.01 General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities. Access to information is a public trust and is to be protected with all prudence and diligence. The information systems we utilize are mission-critical devices that we depend on to conduct the business of the County and to support our citizens and residents as well as other government agencies.

2.02 Department Head. Department Heads are responsible for determining who will be allowed to access their information, consistent with policies, applicable laws and regulations governing access. The Department Head may delegate this authority to one other person; however the final responsibility for establishing clear guidance for their data, and enforcing security policy lies with the Department Head.

2.03 Management Information System. MIS houses, administers and operates all servers, infrastructure and security equipment for Adams County agencies, unless special exceptions are granted, by the MIS Department with consultation with Corporation Counsel if need be, the MIS Department is the custodian of the County's information resources and implements the policies set forth in this document. MIS acts on behalf of Adams County Government and Department/Division Heads to secure information, applications, systems and networks, to provide authorized access to approve personnel and to monitor, detect, investigate and report on actual or suspected security breeches or incidents.

2.04 End User/Employees. Employees of Adams County, and others accessing county information or computer services, play a key role in maintaining the integrity and security of all of our automated systems. Each user of automated services is responsible to understand these rules and guidelines, to abide by them as well as to identify and report issues and problems.

SECTION 3 — SECURITY

3.01 Information security is not the sole function of any department, group, or agency. Rather it is a result of the combined efforts of leadership to provide guidance and state intent, a committee to create policies, technical staff to implement the technical structures that support the policies, managers and supervisors to train, implement, and ensure compliance with the policies, and the personnel system to provide enforcement and sanctions when policies are broken.

3.02 Physical Security. It shall be the policy of Adams County that all data centers and closets are secured, restricted areas. Access shall be granted to only those individuals who have a mission essential business need and who have been appropriately cleared. County data centers contain data, which is sensitive, personal in nature and in some cases protected by law. Data centers are not common workspaces. Traffic in the data centers shall be kept to a minimum. Unaccompanied access to data centers and closets shall require signing of the County Non Disclosure Agreement.

3.03 Equipment Security.

- A. Hardware (computers, printers, etc.) cannot be relocated without prior approval from MIS. Purpose is to ensure an accurate inventory and to help prevent equipment from being unnecessarily damaged.
- B. Users are not permitted to install new or replacement hardware.

3.04 Data Security.

- A. Personal computer equipment cannot be connected to the Adams County Network in any way unless approved by the MIS Department.
- B. Computer modems are only permitted to be connected to a phone line when the modem is used as a direct connection to a state network for relaying data to that network. Dial up internet connections are not permitted on computers connected to the Adams County infrastructure and are a security violation.
- C. Users are not to remove or disable any administrative, security, or virus scanning software from their computer.
- D. Software programs cannot be downloaded from the internet or brought to work by a user and installed on any computer.
- E. Computer monitors that will display PHI (Personal Health Information) should not be viewable from outside the employees' office or workstation. Each PC should be locked into screensaver mode or logged off before a worker leaves their office.
- F. All Computers are required to have an idle PC lockout after 15 minutes of idle time. All users are encouraged to log off or lock (Ctrl+Alt+Del) the computer system before leaving their computer unattended. MIS will reserve the right to log off the computer after 1 hour of inactivity for network security purposes and to allow maintenance to be performed on the computers during off hours.

3.05 Password Security.

- A. All user passwords will be required to be changed every 90 days. Users will be prompted to change their passwords. Users can also press CTRL+ALT+DEL and choose "Change Password" if they would like to change it prior to the 90 day limit.
- B. Passwords are required to be at least 7 characters in length. Passwords should contain a combination of numbers, letters, and special characters.
- C. Users will not be allowed to use a previous password when their password expires.

- D. Passwords must not be accessible to any other users. The password must be memorized, not written. Each user is solely responsible for all computer transactions, such as internet use, emails and file access, which take place using their username & password. Users are prohibited from sharing access to their computer while logged on.
- E. Users must notify MIS immediately if they feel their password or account has been compromised.
- F. Contact the MIS helpdesk at #567 if a password is forgotten. MIS can reset passwords as needed.
- G. Network, Internet and Email access are associated with the user's logon and password. If the user is not granted permission by the department to use these resources, their profiles will restrict them from doing so.
- H. MIS may ask a user for his or her password to install and troubleshoot hardware and software. MIS will maintain the confidentiality of the password or, if requested, can reset the password for the user to change at next logon. MIS may also reset the password to troubleshoot a PC. If this is the case, MIS will prompt the user to change the password at next logon. Users can also change their own network password at any time by pressing Ctrl+Alt+Del and clicking on the "Change Password" button.
- I. Users are prohibited from sharing their passwords with non-MIS Staff.

3.06 File Security.

- A. Based on the information from the IT Employee Access Change Form, MIS assigns folder and file access permissions to specific users and groups of all directories to control which user has what level of file access on the network.
- B. Users are responsible to manage their files by storing them in the correct location based on security requirements.
- C. Removable disk storage media – Each employee is responsible for the maintenance and security of the data they store onto removable storage media. PHI (Personal Health Information) must be consistent with the Adams County HIPPA Policy. Users must ensure the devices are password protected if they contain county data. Users must also password protect any confidential data should these devices be lost and fall into a person's hands who is not authorized to see the information.

3.07 Workstation Security. The County will implement policies and procedures to keep end point systems (defined as desktops, laptops, and palm computers) physically secure and accessed only by authorized users. That which is not specifically permitted is prohibited. Any variation from these procedures must be approved in advance. Special care must be taken to protect information that is considered particularly sensitive.

- A. It is the responsibility of Adams County Government and Department Heads to determine the access and security requirements for each building and office area.
- B. Physical safeguards for end point equipment will be provided.
- C. There will be some cases in which end point equipment will be accessible to the general public. In general, the following rules along with the Public Access Policy will apply.
 - 1. The equipment will be in an office suite or building, which can be locked or secured after normal business hours.
 - 2. The equipment will be monitored to ensure that it is not removed or intentionally damaged while accessible to the public.
 - 3. The equipment will be technically locked down so that a member of the public cannot access our internal secured networks.
- D. For all cases other than computers designated for public use, security will be provided by restricting and controlling physical access to the offices and desktop systems and by properly positioning and protecting systems such that information cannot easily be read or obtained.
- E. Monitors should generally be kept from the plain view of anyone who does not have the appropriate access or clearance to information that may be displayed. Site surveys should be conducted: semi-annually by the Department Head and a report of any infraction shall be

- reported to Technology Steering Committee.
- F. Keyboard, mouse, and other components should be kept far enough away from the public, so they cannot be tampered with, or stolen.
- G. Printers should also be kept in protected areas to keep sensitive information from being disclosed inappropriately.
- H. Printer materials from any source should be kept secure and away from viewing and out of public reach.
- I. Adams County will use standards that support workstation security. These include, but are not limited to:
 1. Utilization of Windows XP or Vista operating systems, appropriately patched.
 2. Utilization of a locked down configuration – that each user will not have local administrator rights on their workstation.
 3. Utilization of Windows automatic screen saver function that is password protected. Such screen savers will automatically activate after 15 minutes of inactivity.
 4. Users or departments will take no action that disables the use or prolongs the time frame of such security measures.
 5. The County considers workstations as a sensitive item

3.08 Incident Response and Reporting. Adams County will adhere to a standardized procedure of responding to security incidents, investigating these events, documenting the results of those investigations and taking appropriate action to meet operational and legal requirements for addressing the incident. The county shall maintain preventative measures to avoid any reasonably anticipated events that would compromise the confidentiality, integrity or availability of data stored on the County network or County owned devices. It is also the intent of this policy that each investigation contains recommendations and courses of action that will lessen the likelihood of a recurrence whenever possible. This applies to all actual or suspected security incidents on Adams County networks, including attacks emanating from outside the County, business partner connections, wireless and remote access, or the theft or unauthorized removal of media, data, storage devices, disks or CDs. This policy applies to all county employees, elected officials, boards, committee and commission members who have access to County systems, interns, contractors, affiliated or tenant agencies, business partners and volunteers.

A. Description and Definitions of Incidents

1. Denial of Service: DoS attacks are those incidents which cause network or information resources to abnormally terminate operations, degrade operation or be disrupted or interdicted to the point where they are not efficiently performing their intended function. This can be caused by a targeted attack from one or more internal or external sources, a server crash or network failure either by intentional attack or natural occurrences, or a denial of physical access to a facility of device. Such an event could affect critical systems used throughout the County and would need to be addressed immediately and investigated.
2. Malicious code: Any worms, Trojan horses, root kits, or viruses brought into the county network intentionally or unintentionally have the potential to attack and destroy data quickly, or to compromise the confidentiality and integrity of information. Such an event would require immediate attention.
3. Unauthorized access: Anyone gaining access without authorization to the county network or county owned media, devices, or servers would be classified as a violation of policy and a security incident. This incident would require immediate attention and coordination between multiple departments.
4. Inappropriate usage: The accesses of systems, networks or data without full compliance of all policies.
5. Mixed or blended attack: An incident would be comprised of multiple categories or incidents. The relative severity of a blended attack would be based on the information gathered at the time of the attack or detection.

B. Incident response and reporting procedures

1. Preparation and prevention: the process of creating a policy, severity index and reporting structure for incidents, and creating a security posture which may prevent incidents from occurring or reoccurring.
 2. Detection and analysis: The steps involved in identifying an incident, providing immediate notification to appropriate parties, analyzing the available information, creating an action plan, gathering data and or evidence and determining extent of access or damage.
 3. Containment, eradication and recovery: the processes involved with stopping the spread of the incident or problems, cleaning affected systems, recovering data, involving law enforcement agencies (if appropriate) finalizing the collection of logs and data and returning systems or networks to a fully operation condition.
 4. Post-Incident activities: Determining the root cause, creating final reports, notifying affected individuals, complying with all legal requirements for notifications and documentation, determining corrective actions and ensuring that those corrective actions become part of the preparation and prevention process are all requirements.
- C. Incident response and reporting procedures
1. Preparation and prevention phase: A notification system will be designated so that employees may report security incidents through a variety of methods, to include electronic mail, in writing, by telephone or in person confidentiality will be maintained to the greatest extent possible. These methods will be included in the new employee orientation training.
 2. Technical measures will be taken, consistent with budgeting and personnel levels to monitor and prevent security events as are reasonably appropriate.
- D. Detection and analysis
1. The county will adhere to a policy of flexible response, such that minor events can be handled and cleared quickly, with minimal involvement, but the more serious matters involve more personnel. Depending on the severity, a determination will be made as to who needs to actively participate in the investigation.
 2. (ii) Staff will be included as necessary to assess systems or networks, complete any required investigation items in the time frame allotted. In the event that specialized expertise is required or criminal activity may be involved, contractor or law enforcement resources may be called upon possibly including the FBI and Department of Homeland Security.
 3. It shall be the policy of Adams County that there will be no punishment or adverse action for the good faith reporting of security issues, problems or incidents.
- E. Containment, eradication and recovery
1. Priority will go to identifying the scope of the incident or attack and containing its spread.
 2. Every attempt will be made to retain and collect evidence, which could be useful to the investigation.
 3. Systems beyond the initial scope of the report may need to be examined to determine the number of devices involved.
 4. No system will be left on line until it is determined that it is not harmful to networks or other systems.
 5. Recovery will proceed as quickly as possible, without compromising security or unnecessarily exposing other systems to compromise or damage.
- F. Post-incident activities
1. An incident report will be started in TrackIT, creating a diary of the events as they transpire. All documents, reports, logs, written summaries of interviews, files, etc. will become part of the official record of the investigation. This information will be protected from public disclosure as permissible by law.
 2. Reports will include whenever possible, the proximate causes and recommended corrective actions.

SECTION 4 – PRIVACY

4.01 Adams County reserves and intends to exercise the right to review, audit, access and disclose any and all files created on any county computer.

- A. Employees shall have no expectation of personal privacy when using computers, including all e-mail activity and internet use.
- B. Passwords are not an indicator of personal privacy from employer monitoring.
- C. Adams County's failure to monitor in particular situations is not a waiver of the County's right to monitor in the future.
- D. Monitoring - All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail.
 - 1. At any time and without prior notice, Adams County maintains and intends to exercise the right to examine any systems and inspect and review any and all data recorded in these systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the County. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists the management of information systems.
 - 2. Adams County has employed monitoring software to check on the use and content of the Internet and e-mail to ensure that there are no serious breaches of this policy. The County specifically reserves the right for authorized personnel to access, retrieve, read any communication that is created on, received through, or sent via the e-mail system, to assure compliance with all County policies. Such monitoring will be initiated upon a complaint upon reasonable suspicion of misuse of internet or email by an employee and shall be used for legitimate purposes only.
 - 3. Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.

SECTION 5 — ACCESS TO THE ADAMS COUNTY NETWORK

5.01 Requirements for New & Departing Employees. Forms are required for:

- A. New & Transferred Employees Network Access—Each Department is required to notify the MIS Department at least 1 week in advance of new employees hired. Access Change Form must be completed, signed by the Department Head, and submitted to MIS by this time, when possible. The Access Change Form defines permitted computer programs and data access.
- B. Departing Employees—Each Department is required to give the MIS Department at least 1 weeks notice of employees departing employment at Adams County. An Access Change Form must be completed and signed by the Department Head by this time. The Access Change Form defines to MIS when the user profiles should be disabled and/or deleted and how the user's data files and old email should be handled.
- C. Departments may have "generic" profiles for temporary positions such as an LTE or intern. However, this profile can only be assigned to one person at a time and the password will need to be changed prior to a new person using the profile. When the profile is not used, MIS will disable it.
- D. Each department should request network access for their external users that may need to access their computer systems, such as contractors, via Access Change Form.

SECTION 6 – HARDWARE, SOFTWARE NETWORK & PHONE SYSTEMS

6.01 General Statements.

- A. All Adams County issued equipment (to include laptops, cell phones, PDAs, etc.) and all data generated, received or stored on such equipment are property of Adams County.
- B. Software, hardware, and network systems are intended to be used for business purposes only to increase the quality and timeliness of services provided to the taxpayers of Adams County.
- C. Purchasing - All purchasing of Adams County hardware and software shall be centralized with the Management Information Systems department to ensure that all hardware and software conform to county software standards, are purchased at the best possible price, and inventoried.
- D. Disposal of old Hardware and Software - MIS will make the final determination as to the disposition of computer equipment.
 - 1. Servers will generally not be re-commissioned for other use until an evaluation is completed to determine that residual data requiring special security considerations have been deleted.
 - 2. No medial will be disposed of without being erased, degaussed and or destroyed first. MIS will prepare all decommissioned computer equipment for disposal.
 - 3. All hard drives must be cleaned with software that is DoD 5220.22-M and Gutmann method compliant.
 - 4. Disposal of all media used to process CJIS Criminal Justice Information Systems will follow CJIS Security Policy for Disposal
 - 5. All saleable PC or laptops will have OEM software re-installed and transported to Practical Cents Thrift Store in Adams for sale to the public on an as is and first come first serve basis.
 - 6. Revenues are divided according to Resolution 48-2006. That all typically auctioned county surplus materials to be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned o MIS Department budget as revenue, 80% of all other property to be returned to furniture carryover account.
 - 7. Non-saleable equipment will be disposed of in accordance with applicable statutes, and ordinances governing disposal and recycling of computer and computer related equipment.
 - 8. Hard drives that are unable to be cleaned, tapes, and disks, will be disposed of using a professional disposal service and a certificate of disposal will be required.
 - 9. The county hardware inventory will be updated.
- E. Exceptions to this policy must be approved by the Administrative and Finance Committee. A list of exceptions to the policy shall be maintained by the MIS department. Exceptions may be granted by MIS department prior to committee approval, but must be reported back at the next regularly scheduled meeting.

6.02 Hardware. All hardware equipment acquired must be approved by the MIS Department. All hardware must be used in compliance with applicable licenses, notices, contracts, and agreements.

- A. Computers & Monitors -- All computers have red asset tags associated with them for inventory & naming purposes. Computers are to be used for county business and it is important users understand anything stored or transmitted via a County owned computer is owned by the County. MIS will make every effort to keep computers up to date.
- B. Users are not allowed to move equipment without the authorization of the MIS Department prior to the move.
- C. Cell phones UMTS (universal mobile telecommunications systems and CDMA (code division multiple access) service devices.
 - 1. CDMA (code division multiple access) laptop cards for Cellular internet access must be approved by a users Department Head and the Administrative Coordinator/Director of Finance before MIS is notified to make the purchase.

2. Users are not permitted to access the internet through their cell phone unless approved by their Department Head and department's home committee.
 3. Adams County strongly discourages the use of a county cell phone while driving a vehicle.
 4. Please see the County cell phone policy for more information.
 - D. Printers
 1. Departmental Printing - Although departmental printing is not as convenient for the worker, network printing centralizes larger and faster printers in designated areas for users to print to. By doing this, the county saves thousands of dollars each year because:
 2. Small printers do not have to be purchased for every PC.
 3. Fewer printers have to be maintained by the MIS Dept.
 4. Fewer supplies need to be ordered or kept on hand.
 - E. Copy Machines - Copy machines should also be used for printing and network cards should be leased or purchased with the copier.
 - F. Modems – Modems are permitted only on computers that are used for direct billing as necessary to communicate with State and Federal Agencies for billing.
 - G. Personal hardware – Personal electronic hardware brought from home may not be connected or installed onto any county computer or onto the county network. Examples are modems, digital cameras, PDA's, printers, Blackberries, etc.
 - H. Laptops & Projectors – A limited number of this equipment is loaned out of the MIS department to avoid having a lot of unnecessary laptops being purchased for each department. MIS will ensure the laptops are kept up to date.
 1. Equipment must be reserved by calling the MIS Helpdesk at 567 to assure availability.
 2. Users should report any problems or missing equipment immediately to the MIS Helpdesk.
 3. Users are required to keep the equipment in a warm and secure location when off site. Should equipment be lost, employee should immediately contact the MIS Helpdesk at #567. What about stolen, insurance claims, would we do that then?
- 6.03 Software.
- A. The MIS Department maintains a listing of authorized & licensed software programs. This list is comprised based on the following.
 1. Whether the software is required for a department to do their job
 2. Interoperability with other software's owned by the county and the State of Wisconsin.
 3. Software cannot duplicate the functionality of other software.
 4. Simplicity of use and maintaining.
 5. Cost
 6. Hardware requirements
 7. Software conflicts
 8. Other miscellaneous factors
 - B. Personally owned software brought from home may not be connected or installed onto any county computer.
 - C. Virus Scanning - The MIS Department will make every effort to prevent viruses from infiltrating County computer systems. Each PC has virus scanning software installed and configured to check for viruses real-time. Also, a virus scanner is setup to check all incoming and outgoing messages before they arrive or leave the mail server.
 1. MIS Responsibilities:
 - a. Install and maintain appropriate antivirus and anti-spyware software on all computers and servers.
 - b. Respond to all spyware & virus attacks, destroy any detected, and document each incident.
 2. Employee Responsibilities:
 - a. Employees shall not knowingly introduce a computer virus into company computers.

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3. Weekly backup tapes are kept for 1 month
4. Monthly backup tapes are kept 5 months
5. Year end backup tapes are kept for 2 years.
6. Backup sets run monthly and yearly are kept off site in a fire safe area or vault.
7. AS400 and Linux backups run separately but follow the same procedure.
8. Backups of particular data may be requested, such as a End of Year Financial, those will be given to the requesting department and will be maintained and secured by them. The requesting department will be charged for the necessary media.

6.05 Phone System.

- A. The MIS Department shall be responsible and on call to support the County's phone system.
- B. Changes to user phone settings must be requested in writing.
- C. Voice mail is available to users and must be approved by the Department Head using the Employee Access Change Form.
- D. Phone brands/models are standardized by the MIS Department.
- E. Phones and fax machines cannot be moved before contacting the MIS Department for proper configuration on the associated ports or jacks.
- F. Internal phone extensions are 3 digit numbers and cannot be dialed from outside of the Courthouse. Extensions starting with the number 2, 3 or 5 have a corresponding external number: 339-4xxx, xxx being the extension number.

SECTION 7 - INTERNET & E-MAIL USE POLICY

7.01 Administrative Policy. The Adams County Board of Supervisors authorizes the use of email and Internet related services for the support of County tasks:

- A. Statutory References. The Adams County Board of Supervisor's may establish rules and regulations in reference to managing the interests and business of the County under State Statute 59.03.
- B. Operational Guidelines. General use of the email and Internet related services is a privilege, not a right, which may be revoked at any time for unacceptable use. The County retains the right to keep, retrieve and monitor all access to email and Internet related service activity.

7.02 Definition of Terms.

- A. Department Head: refers to the Director or Manager of a department or agency, or the department's designee.
- B. Internet: - refers to an "External" network with many web servers containing web pages used to display information to the public.
- C. County Web Page - refers to the URL co.adams.wi.gov for the purpose of providing county related information to the public.
- D. Filtering - To filter and block certain items from the Internet based on URL address, category, user, port, protocol, attachments and other criteria.
- E. Malicious Code - Computer viruses or other programs introduced purposely to disrupt, destroy or damage County information technology.
- F. Internet Service Provider (ISP) - Internet provider selected for use by Adams County to provide Internet access.
- G. Spam - Unsolicited e-mail that is received.
- H. Web Based E-mail - Refers to Internet web sites that offer free browser based e- mail in an effort to lure users onto their site to promote advertisements and services.

7.03 Purpose. The purpose of this policy is to ensure that employees of Adams County understand the way in which the Internet and Electronic mail (e-mail) should be used in the organization. It aims to ensure that these tools are used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.

1 **7.04 Scope.** Anyone provided access to the Adams County Internet and e-mail system is subject to
2 this policy. Failure to comply may lead to disciplinary action in accordance to Union Contracts and the
3 Personnel Manual. At the same time, your conduct and/or action(s) may be unlawful or illegal and you
4 may be personally liable.

5
6 **7.05 General Principles.** The County provides access to the Internet and e-mail system to support its
7 business activities. Access to this system is granted to County employees on this basis. All
8 communications transmitted over the Adams County network are governed by Adams County's anti-
9 harassment and anti-discrimination policies.

- 10 **A. E-mail.** E-mail System consists of a Microsoft Exchange Server that is used to send and
11 receive email messages from internal and external mail accounts. Our computers use
12 Microsoft Outlook software to view and send our messages. Users must log into the county
13 domain to access e-mail. E-mails sent or received on the County e-mail system are not
14 private property they are part of the administrative record of the County.
- 15 1. No user should currently have pst files for personal folders and archiving storage of a
16 users email in Outlook
 - 17 2. All deleted e-mail messages are automatically purged each time the users exits the
18 Outlook e-mail system
 - 19 3. Etiquette - Care should be taken when using e-mail because e-mail messages are
20 perceived to be less formal than paper-based communication and there is a tendency to
21 be lax about their content. Users of e-mail systems shall not send email messages that
22 contain profanity, obscenity, nudity or defamatory language. Bear in mind that all
23 expressions of fact, intention and opinion via e-mail can be held against you and/or
24 Adams County in the same as a verbal and written expression.
 - 25 4. E-Mail Filtering & Filter Reporting - The County reserves the right to filter specific file
26 types, to prevent transmission, to restrict email size for both incoming and outgoing
27 messages and attachments. E-mail filtering is also used to detect certain phrases that
28 may also be prevented from incoming and outgoing messages. The MIS Department is
29 responsible for filtering and e-mail system reporting.
 - 30 5. Virus Protection - The County Email system has virus detection software loaded on the
31 server to check all incoming and outgoing messages on the server for email viruses. This
32 software is updated daily to keep up to date with new viruses.
 - 33 6. Spam Filtering - Adams County has spam filtering software to prevent thousands of junk
34 (spam) email messages from being sent to employees inboxes.
 - 35 7. (vii) External E-Mail Accounts - Other Internet providers such as State agency or
36 university accounts in lieu of a County account may be used. However, if the internet
37 and/or email is accessed using the County's ISP, the user will need to adhere to this
38 policy. Licensing, maintenance and compliance to any records retention policies are the
39 responsibility of the providing agency.
 - 40 8. (viii) E-mail Retention - The legal custodian and each user are responsible for
41 maintaining public record e-mail messages and attachments. To that end the MIS
42 Department has implemented email archiving. All incoming and outgoing email
43 messages (whether determined to be a public record according to Sec. 19.32 to Sec.
44 19.39, Wis. Stats. Wisconsin Public Record Law or not) will be archived for a period of 7
45 years and then will be destroyed. Users may print out and file public record e-mail
46 messages and attachments for email that has to be kept indefinitely.
 - 47 9. E-mail Records Request Process: All questions or requests made to Adams County for
48 viewing public record e-mail messages should be sent directly to the records custodian.
49 Any questions from users regarding whether or not an e-mail message should be
50 released under the record retention policy should be directed to the Corporation Counsel.
51 The request will then be processed by records custodian.
 - 52 10. E-mail Confidentiality - E-mail is not a confidential form of communication. The
53 sending of e-mail messages with confidential information is prohibited internally or
54 externally unless the confidential data is encrypted and password protected. You are

expected to treat such electronic information with the same care as you would paper-based information that is confidential. Keep all such information secure, use it only for the purpose(s) intended and do not disclose the same to any unauthorized third party (which may sometimes include other employees of the County).

11. (xi) Signature files are used to identify the sender and the senders contact information. All signature files will be setup by the MIS Department upon setup of e-mail. The following information is required: first name, last name, title, and a specific or general telephone number, and the following disclaimer if transmitting confidential information: *"This document may contain information covered under the Privacy Act, 5 USC 552(a), and/or the Health Insurance Portability and Accountability Act (PL 104-191) and its various implementing regulations and must be protected in accordance with those provisions. Healthcare information is personal and sensitive and must be treated accordingly. If this correspondence contains healthcare information it is being provided to you after appropriate authorization from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure without additional patient consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanction. If you have received this correspondence in error, please notify the sender at once and destroy any copies you have made"*.

B. Internet.

1. Employees are prohibited from accessing, downloading, displaying and distribution of sexually explicit images and materials. Employees are also blocked and prohibited to access the following categories of web sites when using the internet:
2. Downloading music and/or movies – copyright concerns as well as misuse of bandwidth.
3. Instant Messaging – Public record, virus, and misuse concerns.
4. Dating sites – Could lead to harassment or inappropriate material displayed.
5. MIS may block other web sites or content categories to ensure adequate internet bandwidth. In addition, certain ports, protocols, users, timeframes, URL addresses, and other items may be filtered.
6. County Internet Sites: Adams County maintains the following internet sites:
<http://co.adams.wi.gov> – County's main government internet page
<http://www.adamscountylandrecords.com> – Adams County's land record and information site.
7. The MIS Department publishes the final content to the live web page to ensure appropriate content is published.

SECTION 8 – SUPPORT

8.01 General. The MIS Helpdesk should be available Monday through Thursday 8am to 5pm and Friday 8am to 4:30pm each normal work day by calling extension 567 or 339-4567. Should the helpdesk not answer, they are either on a call or had to step away momentarily. Please leave a message and you will receive a call back usually within 30 minutes. The MIS department also has someone "On Call" 24 hours a day 7 days per week & 365 days a year to resolve critical issues that absolutely cannot wait until the next work day. The 911 dispatchers can page MIS for after hour emergencies. Please note that poor planning does not constitute an emergency.

8.02 Levels of Support.

- A. **Level 1** – End users are expected to check obvious things such as electrical power, cable connections, etc. A common solution is to reboot (or restart) the computers.
- B. **Level 2** – The MIS Helpdesk can be contacted by calling extension 567 or 339-4567. Whoever answers the phone will open a new problem ticket and verify the required information, and may work with the user over the phone to correct the issue.
- C. **Level 3** – If the issue cannot be resolved over the phone the MIS Department will work

to resolve this ticket either on site or remotely. If the ticket cannot be completed in a timely fashion, the MIS staff may contract with an outside contractor to do the work.

8.03 Ticket Priority Definitions.

- A. **Critical** – Every effort must be made to resolve or down grade the ticket within 4 hours. Critical status will usually mean that an item effects daily operations for more than a single user or system.
- B. **High** – Every effort must be made to resolve or down grade the ticket within 24 hours. High status usually means that an item is more than an inconvenience but does not stop normal day to day functions for an office
- C. **Medium** – Every effort must be made to resolve or down grade the ticket within one (1) week. Medium status normally means that an item is an inconvenience to the user or users. However other options are available and can be used.
- D. **Low** – Every effort must be made to resolve or down grade the ticket prior to the tickets due date.
- E. **Pending** – Is a ticket status that allows MIS to put the ticket on hold until more required information is received from the user who submitted the ticket.

8.04 Maintenance.

- A. All scheduled computer or network maintenance which will impact production shall be done after normal work hours whenever possible.
- B. MIS shall make every effort to notify all users via email of any scheduled computer or network maintenance at least 24 hours in advance.
- C. All "Network Maintenance Notifications" (NMN) maintenance notifications shall be titled "NMN –" followed by a description.
- D. Computers for non 24X7 departments will be shut down each night.

8.05 Ergonomics. Any ergonomic issues must be addressed by the Adams County Administrative Coordinator.

SECTION 9 – PUBLIC COMPUTER USE POLICY

9.01 All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the informational purpose for which they are provided and to follow these rules and regulations. Use of these systems is a privilege, not a right and inappropriate use can result in a cancellation of this privilege.

9.02 Responsible, Ethical Use.

- A. Using resources for educational and informational purposes only, not for unauthorized, illegal or unethical purpose.
- B. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others, by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- C. Further respecting the privacy of others using public access workstations by not interfering with their use.
- D. Sending, receiving, or displaying text or graphics which may reasonably be construed as obscene.
- E. Persons using the equipment agree not to make any changes to the setup or configuration of the software or hardware.

9.03 Internet Usage.

- A. Children under the age of 18 should have parental permission and supervision to use the Internet. Adams County assumes no responsibility for the use of the Internet by children. It

is not possible to control specific information children and youth may locate on the Internet. It is the responsibility of the user (or parent, guardian or caregiver) to determine what is appropriate.

- B. Misuse or abuse of any computer or Internet access will result in suspension of Internet access privileges.
- C. Staff is available to assist you in your use of these resources, however because of the many different Internet applications available we cannot provide complete technical support for all applications.
- D. Time limits for Internet access will be set to permit all persons equal access these limits will be clearly posted on the individual computers and will be strictly enforced if other customers are waiting.

9.04 Departmental Restrictions. The department in which the equipment is located may also restrict access and use to material pertinent to the type of business conducted within the department. This access may be more restrictive but may not broaden the interpretation of this policy. Any policy set by the department shall be posted within the department.

SECTION 10 – BUDGETING PROCESS

10.01 The MIS Department will compile a single budget for all technology and services covered under this policy for Adams County. Each department will provide to the MIS department on or before June 15th a MIS Budget Planning form.

10.02 Budget Approval Process.

- A. June 15th all Departments requests for hardware, software or services will be turned into the MIS department.
 - 1. MIS begins meeting with Departments to discuss requests to confirm compatibility and need.
- B. July 15th MIS begins to incorporate all Departmental Technology Requests into the final Master MIS budget.
- C. August Administrative and Finance Meeting(s): MIS begins meetings to discuss budget with home committee and get approval.
- D. November – County Board Meets for final budget approval
- E. January – Expenditures begin for budgeted items.

SECTION 11 – TECHNOLOGY STEERING COMMITTEE

11.01 The MIS Department will coordinate the formation of a Technology Steering Committee whose purpose is to identify; areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.

11.02 Committee Members. The Technology Steering Committee will include 7 members. The Committee members should be named as followed:

- A. MIS Manager and/or representative
- B. Administrative Coordinator/Director of Finance or representative
- C. (ad hoc member) anyone deemed necessary by the committee, appointed by the committee serving limited term
- D. GIS
- E. Health and Human Services ((1) designated by the oversight committee)
- F. Public Safety & Judiciary ((1) designated by the oversight committee))
- G. (1)County Board Member (as designated /appointed by the County Board Chair

1 **11.03 Meeting Schedule.** Meeting of the Technology Steering Committee will take place once every
2 other month starting in January or as deemed necessary by the committee.
3

4 **11.04 Committee Responsibilities.**

- 5 A. Committee will make recommendations as to the overall directionality of the technology
6 investment plan for the county, by identifying needs of the county that may be met through
7 the implementation or continued use of technology.
8 B. Committee members will make recommendations as to technology related capital
9 improvement projects undertaken by the county, adhering to an equitable and fiscally
10 responsible division of the county's technology investment.
11 C. Committee members will supply information on new or updated State, Federal, and local
12 policies, rulings, guidelines or available funds that will directly or indirectly impact the
13 county's technology investment.
14

15 ***NOTICE** – All the policies listed above are created for security and/or administrative purposes and will
16 be enforced. Any deviations from the policy will require the approval of the MIS Manager and in some
17 cases, the Administrative and Finance Committee. The protection of confidential information is vital to
18 the interests and success of the County. Any employee who discloses confidential information will be
19 subject to disciplinary action in accordance with the County HIPAA policy, Union contracts and the
20 Personnel manual. Violation of this policy may be grounds for preventing access and or disciplinary
21 action. Accessing the county network in any manner constitutes agreement to comply with this Policy
22 and no other agreement shall supersede.

CHAPTER TEN: GENERAL ADMINISTRATIVE AND DEPARTMENT POLICIES

SECTION 1 - PARKING POLICY

1.01 Adams County supports a policy of no preferential parking based on job status. However, because it is important to ensure convenient access by all County customers, vendors, and citizens, the first row of parking closest to any County building or facility shall not be utilized by County employees during normal hours of operation.

1.02 Parking for disabled individuals is generally available at all facilities pursuant to Wis. Statutes 346.503. Disabled employees or employees with special parking needs must request accommodation from the Administrative/Coordinator/Director of Finance.

1.03 Penalty for violation of this policy may include disciplinary measures, up to and including termination of employment.

SECTION 2 - RECOGNITION

2.01 Recognition. Recognition for years of service will be given to the members of the County Board, Committees, Boards, Commissions and all County employees and volunteers as follows:

- A. A certificate for every five (5) years of continuous service.
- B. A plaque for twenty-five (25) years of service.
- C. A clock for those who retire or leave (excluding disciplinary termination) after ten (10) continuous years or more of service along with a resolution thanking the employee for all their years of service.

2.02 All recognition will be given at the January County Board meeting for all items with the exception of the clock, which will be given at the time of termination and the plaque, which will be given at the County Board meeting in the quarter the employee attains twenty-five (25) years of service.

SECTION 3 – TOBACCO USE

3.01 Smoking. There shall be no use of tobacco products allowed in any enclosed County buildings/facilities, County owned or leased property or County vehicles per Ordinance 3-2009.

3.02 Exceptions. See Ordinance 3-2009.

SECTION 4 - CLAIMS AGAINST THE COUNTY

4.01 Claims filed against the County or a Department shall be filed with the County Clerk, who shall provide copies to the insurance carrier, the Administrative Coordinator/Director of Finance, the Corporation Counsel, and the Administrative & Finance Committee. All claims shall be processed in accordance with §59.07(1) and (2). The Corporation Counsel shall review every claim(s) against the County. The Corporation Counsel may in accordance with §59.52(12)(b), Wisconsin Statutes, and take appropriate legal action, or after review shall advise the appropriate Committee(s) and/or County Board of the appropriate legal action to be taken.

SECTION 5 - VEHICLE POLICY

5.01 Drivers and operators of County vehicles and equipment shall be properly trained and licensed.

5.02 Employees are not permitted to use County vehicles for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller

Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store.

5.03 Unauthorized personal use of County vehicles is prohibited conduct, which could result in disciplinary action. Department Heads shall monitor employee's use of County vehicles to ensure all vehicles are utilized for authorized official County purposes only. No County vehicle, except those designated by Department Policy shall be driven to an employee's home after or during work hours.

5.04 No one other than County employees shall be allowed to operate a County vehicle.

5.05 The County's Vehicle Policy applies to volunteers conducting sanctioned business on behalf of the County as approved by the Department Head.

5.06 Misuse of County vehicles shall be reported to the Department Head and if necessary, the Administrative Coordinator/Director of Finance for appropriate action.

5.07 Department Assigned Vehicles (Class 1).

- A. Consistent with this Policy, authorization to use vehicles that are assigned to Departments shall be provided by the Department Head or their designee.
- B. Department vehicles may be assigned for temporary work-to-home use in situations where an employee is reporting to a temporary work site and such accommodations provide a definable benefit to the County and is compliant with IRS regulations for non-taxable assignments.
- C. **Emergency Assignment of County Vehicles.** The Department Head may temporarily assign an available Department vehicle (work-to-home use) to an employee during a disaster, inclement weather or other such circumstance for which the employee may need to respond during regular business and/or after hours to work related situations. All other provisions of the Vehicle Policy are applicable.

5.08 Individual Assignment with Work-To-Home Use, Not Taxable (Class 3). This class includes:

- A. Law Enforcement Vehicles; and
- B. Situations in which an employee is reporting to a temporary work site.

Request for work-to-home use (Class 3) will be evaluated based on the definable benefit of such assignment to the County and compliance with IRS regulations for non-taxable assignments. Requests for assignments of County vehicles with work-to-home use shall be made by the Department Head and authorized by the Administrative Coordinator/Director of Finance.

5.09 Federal Income Tax. PVA shall be reported to the IRS in accordance with applicable Federal Regulations. Employees who receive any reimbursement for private vehicle use are advised to discuss tax issues with their individual tax consultants.

5.10 Operator Licensing. Operators of County-owned vehicles or recipients of any form of vehicle or mileage reimbursement or allowance shall possess a valid Wisconsin Driver's License.

- A. Operators of vehicles or equipment requiring a special class license shall possess a license prior to operation of such vehicle or equipment.
- B. Employees who regularly operate a County vehicle shall report to the Personnel Director, through their supervisor, any suspension, revocation or restriction of their driver's license within ten (10) business days. No county employee may operate a vehicle while his or her license to operate the vehicle is suspended or revoked.
- C. Applicants for positions in employee classifications that require the ability to obtain a valid driver's license will be required to complete a supplemental application to identify the acceptability of their driving record. The final applicant will have their driving record verified through the Personnel Director prior to appointment.

- D. Current employees in employee classifications that require the ability to obtain a valid driver's license will have their driving records verified through the Department of Motor Vehicles (DMV). A current copy of driving records may be filed with the employee's records. An employee negatively affected by this record shall be afforded an opportunity to present evidence showing the record is erroneous, or that there were mitigating circumstances surrounding the negative elements of the report.
- E. Use of a County vehicle by an employee shall be reviewed by the Personnel Director when an employee's motor vehicle report indicates of the following:
 1. Two (2) moving violations within the preceding twelve (12) months;
 2. One (1) Accident within the preceding twelve (12) months; or
 3. As required by any Federal or State Safety Regulation or Law.

5.11 Safety. Employees shall operate vehicles and equipment in compliance with the traffic laws, operator licensing requirements, vehicle dimensions and weight limits, and vehicle equipment requirements of the Wisconsin Statutes.

- A. Operators and passengers of County vehicles and equipment shall wear seat belts at all times.
- B. Operators of County vehicles and equipment shall exercise every reasonable caution and care while operating County vehicles and equipment.
- C. **Illegal Drugs.** Driving any County vehicle or operating any County equipment, with a detectible amount of a restricted controlled substance or in the possession of any illegal drug, except for the transportation of such drugs that have been confiscated as evidence, is strictly prohibited. Violations of this Policy subjects the individual to disciplinary action, up to and including discharge.
- D. **Alcoholic Beverages.** No person shall operate County vehicles or equipment with a blood alcohol concentration above .00 (absolute sobriety). County vehicles shall not be used to transport alcoholic beverages under any circumstances, except for the transportation of such beverages that have been confiscated as evidence, or used in intoxication detection training conducted by law enforcement personnel. Violations of this Policy subjects the individual to disciplinary action, up to and including discharge.
- E. **Smoking.** Smoking is prohibited in all County owned or leased vehicles and equipment.
- F. **Prescription Drugs.** No person shall operate vehicles or equipment if taking prescription medications that impair or impede their ability to operate a vehicle safely. Employees taking prescription drugs that may impact their ability to safely operate a vehicle and/or equipment should immediately notify their manager and/or supervisor.
- G. Misuse of County vehicles will be reported the Department Head and, if necessary, the Personnel Director for appropriate action in consultation of the Administrative Coordinator/Director of Finance.

5.12 Corrective Action. Operators of County vehicles and equipment shall exercise reasonable care and caution while driving, and comply with the provisions of this Policy. Corrective actions for violation of this Policy are the responsibility of the employee's immediate supervisor and Department Head.

5.13 Vehicle Operations.

- A. County Departments and Offices shall be responsible for reporting any and all vehicle and equipment mechanical problems to the Department Head as soon as possible. All accidents involving County vehicles or on County time, shall be reported to the Administrative Coordinator/Director of Finance as soon as possible. Users shall also be responsible for following the Department Policies for scheduled service when notified of service due.
- B. Vehicle operators shall be responsible for fueling vehicles.
- C. County vehicle and equipment operators shall be responsible for checking oil and water levels, tire pressure, and condition while fueling, or not less than once per month.
- D. Operators shall maintain the cleanliness of vehicles.

- E. Parking fees associated with County business are reimbursable upon receipt of proper documentation. Parking tickets are the responsibility of the driver receiving the ticket and should be resolved in a timely manner.
- F. Any modification to County vehicles must be pre-approved by the Administrative Coordinator/Director of Finance and completed by the Department.

SECTION 6 – SOLICITATION POLICY

6.01 Adams County maintains a business atmosphere in all operations and facilities, and as such, solicitation and distribution activities on County premises by employees and non-County employees may unduly interfere with the normal operations of the County, may interfere with efficiency, may be personally annoying, and may pose a threat to security.

6.02 Vendors of any kind are not allowed to solicit Adams County employees to purchase goods and services for their personal use during working hours on County property.

6.03 Persons who are not employed by the County are prohibited from soliciting funds or signature, conducting membership drives, posting, distributing literature or gifts, or engaging in any other forms of solicitation of County employees on County property.

6.04 There are non-solicitation notices at each building entrance. If a vendor attempts to solicit employees, the Department Head shall show the vendor a copy of this policy and direct any questions to the Administrative Coordinator/Director of Finance Office.

6.05 Adams County recognizes that employees may have interests in events and organizations outside and occasionally within the workplace. Employees may discuss these interests during their breaks and unpaid lunch hours, but may not solicit or distribute literature concerning these activities during scheduled work time.

6.06 Adams County, as a community partner, does authorize employee participation in the following activities:

- | | | |
|----------------------|----|--------------------|
| • American Red Cross | 38 | • Relay for Life |
| • Angel Tree | 39 | • Salvation Army |
| • Coats for Kids | 40 | • Scholarship Fund |
| • Holiday Tree | 41 | • Stuff the Bus |
| • Humane Society | 42 | • United Way |
| • Project Lifesaver | | |

6.07 The posting of written solicitations on County bulletin boards is also restricted to events sponsored by non-profit organizations. Further, employees shall not use the Adams County e-mail to solicit fundraisers, ticket sales or other charitable activities, unless prior approval is granted by the Administrative Coordinator/Director of Finance.

SECTION 7 – PERSONAL CELL PHONE USE

An employee may use their personal cell phone in case of emergency, to conduct their personal business while on break, lunch, before work hours or after work hours. Cell phones should have the ring tone turned off as not to disrupt work during business hours. Due to potential liability risks, employees who are driving county vehicles and conducting county business shall not use their personal cell phone while driving, unless required as part of their job duties. When it is necessary to make or accept a phone call while driving the employee shall make every effort to safely pull off the roadway until the phone business is concluded. Per Wis. Statutes-employees are prohibited from texting while operating a vehicle for county business.

CHAPTER ELEVEN: SAFETY POLICIES**SECTION 1 - SECURITY**

1.01 No employee shall permit anyone in the Courthouse before 7:30 a.m. or after 4:45 p.m., unless they know the person and are doing business with them. Exceptions to this will be when the Courthouse is opened by the Maintenance Department for County Board meetings or other County related meetings in the Courthouse. The security hours may vary for other County Offices not located in the Courthouse, depending on the hours of work for certain offices. Each Department shall have an established policy for the hours in which their building and office shall be open and it shall be communicated with all employees in the Department.

SECTION 2 - NOTICE OF INJURY

2.01 Reporting an Injury. The immediate concern is to ensure that the employee or volunteer receives immediate medical attention as needed. An employee shall immediately report to his Department Head or immediate supervisor any injury, whether medical attention is required or not, that allegedly incurred while in the course of his employment. An employee's failure to report an accident within twenty-four (24) hours of the injury shall result in disciplinary action. The Department Head or Immediate Supervisor will file the Employer's First Report of Injury or Disease within twenty-four (24) hours of the employee's notice of injury. Complete the "Employer's First Report of Injury or Disease" form, available electronically or in the Personnel Director's office, within twenty-four (24) hours of the employee's notice of injury. The Personnel Director or their designee will have twenty-four (24) hours to report the claim with the Insurance Carrier once notification of the injury is received. If the Department Head is out of the office for more than twenty-four (24) hours, the next immediate supervisor of the Department shall be notified and is responsible for reporting the injury. It is the responsibility of the Department Head to notify all employees or the next immediate supervisor when he is out of the office.

This policy shall also apply to all County volunteers. Failure to comply with the policy by a volunteer of the County may result in the volunteer not being allowed to perform volunteer duties on behalf of the County any longer.

2.02 If non-emergency medical treatment is required.

- A.** If non-emergency medical treatment is required on the day of injury or suspected at a later time, provide the injured employee with the following materials:
 - 1. Job Assessment Form - to be completed by the Department Head.
 - 2. Return to Work Form - to be completed by the attending physician.
- B.** Also instruct the employee to:
 - 1. Inform the attending physician that transitional duty work may be available.
 - 2. Provide the forms to his physician at the time of treatment.
 - 3. Advise that all questions regarding traditional duty work assignments should be directed to the Personnel Director.
 - 4. Obtain a completed Return to Work Form from the physician at the time of exam.
 - 5. Failure to report to work or contact a manager within twenty-four (24) hours following medical treatment may result in disciplinary action.

2.03 In an emergency. Management should provide the attending physician with the above stated information, as it becomes available.

2.04 If an employee will be absent from work in excess of three (3) days the Department Head or Immediate Supervisor is responsible for consulting with the Personnel Director for the proper procedures for the employee's return to work.

2.05 Failure of the Department Head or immediate supervisor to comply with the above Policy shall be reported to the Personnel Director and may result in disciplinary action. Any suspicion of fraud shall to be reported to the Corporation Counsel and Personnel Director for investigation. If the claim is found to be fraudulent, this shall result in disciplinary action.

SECTION 3 - WORKPLACE VIOLENCE POLICY

3.01 **Purpose.** The County does not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats or engaging in violent acts. This is a Zero-Tolerance Policy, meaning that the County will discipline, up to and including discharge, any employee found to have violated this Policy.

3.02 **Prohibited Conduct.** Prohibited conduct includes, but is not limited to:

- A. Injuring another person physically.
- B. Engaging in behavior that creates a reasonable fear of injury in another person.
- C. Engaging in behavior that subjects another individual to extreme emotional distress.
- D. Possessing or using a weapon while on County premises or engaged in County business, except Law Enforcement Officers while acting in an official capacity.
- E. Brandishing a weapon while on County premises or engaged in County business.
- F. Damaging property intentionally.
- G. Threatening to injure an individual or damage property.
- H. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

3.03 **Identifying and Responding to Risks.** The County identifies and responds to workplace violence hazards as follows:

- A. **Threat assessment.** A Threat Assessment Team consisting of the Administrative Coordinator/Director of Finance and/or Personnel Director, a representative from the Sheriff's Department, appropriate Department Head, and any other appropriate individuals will assess the County's vulnerability to violence and determine the appropriate preventative measures. The Threat Assessment Team shall annually review the workplace to identify existing or potential violence hazards. The worksheet review should include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and conducting screening surveys to learn about employees' security concerns. The Personnel Director's Office maintains records of all threats and incidents of violence committed against employees.
- B. **Security planning for at-risk employees.** Some employees are known to be at risk for violence because of the nature of their jobs. Other employees can be at risk because they are subject to violence, threats, or harassment from a current or former spouse, partner, or other non-employee. The Personnel Director will work with at-risk employees and their supervisors to develop safety plans that address the specific risks the employees face while at work.
- C. **Pre-hire screening.** The Personnel Director shall take reasonable steps to review job candidates' backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks with prior employers and criminal background checks.

3.04 **Guidelines for Handling Violent Situations.** The Personnel Director shall maintain and distribute to all employees detailed guidelines and procedures for handling workplace violence and threats. The guidelines should be developed with the advice of law enforcement personnel or qualified security consultants. The Threat Assessment Team is responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date. If a violent incident occurs, the Threat Assessment Team must re-evaluate the guidelines and procedures and modify them accordingly.

3.05 Support for Victims of Violence. Victims of violent incidents in the workplace may have to contend with a variety of medical, psychological, and legal consequences. The County accommodates victims of workplace violence by:

- A. Referring victims to appropriate community resources, such as the Employee Assistance Program, medical centers, counseling services, victim advocacy groups, legal aid, and domestic violence shelters.
- B. Review work hours or short-term or extended leave.
- C. Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.
- D. Providing a debriefing for employees twenty four (24) to forty eight (48) hours after a serious violent occurrence to explain what happened and what steps are being taken by the County to support affected employees.

3.06 Enforcement. All acts of violence, harassment, or threats committed on County premises must immediately be reported to the Personnel Director's Office and the Sheriff's Department. All employees who commit violent acts or who otherwise violate this Policy are subject to corrective action or discipline, up to and including discharge. The County will seek the prosecution of all who engage in violence on its premises or against its employees while they are engaged in County business.

SECTION 4 - SAFETY POLICIES

4.01 General. It is the intent of Adams County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. In order for Adams County to achieve its goals, it has developed a workplace safety policy outlining the procedures regarding employee health and safety. Each and every employee must become familiar with the policy, follow and enforce safety practices and procedures, and become an active participant in this workplace safety program. While management and the Adams County Safety Committee (Safety Committee) will be responsible for developing, organizing and implementing this policy, the policy's success will depend on the involvement of each employee. The County looks forward to your cooperation and participation.

4.02 Safety Committee. Adams County has appointed a Safety Committee to address safety issues and oversee the County's workplace safety program. The Safety Committee consists of a County Board supervisor and two qualified individuals who may or may not be County employees. Department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues that arise in the County.

4.03 County Compliance With Chapter Comm 32. The County will comply with all applicable standards of Chapter Comm 32 of the Wisconsin Administrative Code.

4.04 General Safety Rules.

The following general safety rules apply to all employees of the County:

- Employees will exercise caution and observe all safety laws, regulations, rules and practices applicable to their positions and the operation of tools and equipment in their positions.
- Employees will participate in, and comply with, the County's Safety and Health Program.
- Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety laws, regulations, rules and practices.
- All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
- All employees shall familiarize themselves with the safety laws, regulations and rules applicable to their jobs and shall consult with their supervisor on any safety law, regulation or rule or practice not understood, or whenever work conditions present unforeseen hazards.

- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
- Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
- All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as necessary, provided, or directed.
- When driving or riding as a passenger in a County-owned vehicle, or in a personal vehicle while on County business, employees shall wear properly adjusted and fastened seat belts.
- Employees shall comply with all applicable local, State and federal traffic laws when operating a County vehicle or personal vehicle while on County business.

Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

4.05 Reporting Unsafe Conditions Or Hazards. It is the responsibility of every employee who has knowledge of any unsafe condition or hazard to immediately report such condition or hazard to their immediate supervisor and/or the department head. Unsafe conditions and hazards may also be reported to the Safety Committee. Employees are encouraged to first report an unsafe condition or hazard to their immediate supervisor or department head for resolution before referring the issue to the Safety Committee. Any report to the Safety Committee must be in writing on the County's Unsafe Condition or Hazard Report form.

4.06 Safety and Health Program. The County will maintain a safety and health program in accordance with Chapter Comm 32 of the Wisconsin Administrative Code that describes the procedures, methods, processes and practices used to manage workplace safety and health in the County. The elements of the program include hazard identification and assessment, hazard prevention and control, and information and training. The Safety Committee shall be responsible for overseeing the County's safety and health program.

4.07 Responsibilities Of Supervisors And Department Heads. Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Keep a regular check on work conditions, practices and methods to prevent safety violations.
- Correct and instruct employees concerning safety laws, rules, regulations and practices.

4.08 Disciplinary Action For Safety Related Issues And Violations. The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a "just cause" standard for discipline for employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:

- **Drugs and Alcohol.** Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.
- **Violation Of Safety Rules And Regulations.** Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.

- Hazardous Acts. Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
- Medical Information. Failure to provide appropriate medical information and required forms.
- Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment, assault or attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while on County time.

SECTION 5 – DRUG AND ALCOHOL TESTING

5.01 A County employee shall be required to submit to drug and alcohol testing in the event of the following occurring within the scope of employee's duties for the County:

- A. An accident of any nature that results in the employee seeking immediate medical treatment.
- B. An accident or incident that results in the damage of County or personal property (outside the normal scope of duty, including but not limited to such things as a mailbox by a snowplow or wildlife).
- C. In situation where a citation is issued to the employee for an accident or incident occurring within the scope of employee's duties for the County. Upon receiving a citation, an employee must immediately notify their Department Head.

5.02 In the event of any occurrence above, the employee is prohibited from consuming any alcohol until he or she has been tested and must remain available to the Department Head for testing (unless emergency medical treatment is required). In the event a Department Head has an occurrence as described above, they must remain available to the Personnel Director or the Administrative Coordinator/Director of Finance.

5.03 All efforts shall be made to test for alcohol within two (2) hours after the occurring event. If that cannot be accomplished, the reason for the failure must be documented by the Department Head or his/her designee and further attempts shall be made for the next six (6) hours. If testing cannot be completed within eight (8) hours, the reason for the failure must be documented.

5.04 A drug test shall also be conducted within 32 hours of the occurring event or the Department Head or his/her designee shall be required to document the reasons for the failure. The Department Head or their representative will determine which method will be used to transport the employee to the testing site.

5.05 A refusal and/or interference with required testing, per above, shall constitute a violation of this Policy and will be considered a positive test result. Refusal and/or interference to test, or a positive result, shall result in disciplinary action, up to and including termination.

SECTION 6 - POLICY ON A DRUG AND ALCOHOL FREE WORKPLACE

6.01 The County declares any location at which the County conducts its business to be a tobacco, alcohol and drug-free workplace. Any employee violating this Policy is subject to discipline, up to and including discharge. Any act of discipline shall be carried out pursuant to the applicable Personnel and General Administrative Policies or union collective bargaining agreement.

6.02 Use of Prescription Medication. This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to said employee. Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify his immediate supervisor if he is taking legal prescription drugs that may affect performance or ability to perform the position duties. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties.

SECTION 7 - MAINTENANCE AREAS

7.01 For safety, security and liability issues, only employees of the Maintenance Department shall be allowed in the Maintenance Office and any maintenance areas of the Courthouse and Community Center buildings. The only exception shall be that authorized repair and inspection vendors, or the MIS Department shall be allowed in maintenance areas, and shall be accompanied by a Maintenance Department Employee. Any other persons shall only enter these areas with prior authorization from the Lead Foreman of the Maintenance Department.

7.02 Any other County buildings shall have the maintenance areas properly marked and listed as employee only access. Only employees authorized by the Department Head shall be allowed access. All safety and security measures shall be taken prior to entering maintenance areas per the Department's Policies. The only other person(s) that shall be allowed access include authorized repair and inspection vendors and shall be accompanied by an authorized employee of that building.

SECTION 8 - COURTHOUSE CLOSING

8.01 A decision to close one (1) or more County Departments or facilities because of inclement weather or adverse physical working conditions shall be made by the County Board Chair after consultation with the Highway and Sheriff's Department, if needed.

8.02 If County facilities are to be closed for the entire day due to inclement weather, radio stations that list local school closings should be notified before 6:00 a.m. if possible. Salaried employees shall be paid regular pay if the facilities are closed for the entire day, and will not be required to use compensatory, holiday or vacation time.

8.03 Employees will be paid only for time worked because of an early closing. Employees may use available vacation time or compensatory time, but may not use sick leave, for hours lost under this Policy. Employees may work when their Departments are closed only with specific approval of the employee's Department Heads.

SECTION A - DEFINITIONS

A.

- a) **Board:** The County Board of Supervisors.
- b) **Classification:** The process of assigning the wages for a newly created position.
- c) **Demotion:** The assignment of an employee from one (1) class to another class with a lower pay grade.
- d) **Department Head:** A County Official with the responsibility for the operation of a County Department.
- e) **Department Supervisor:** Any individual who has authority to recommend, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to recommend adjustment to a grievance.
- f) **Disability:** The term disability means, with respect to an individual: A physical or mental impairment that substantially limits one (1) or more of the major life activities of such an individual; record of such an impairment; or being regarded as having such an impairment.
- g) **Discharge:** The removal of an employee from their employment with the County.
- h) **Disciplinary Action:** The action taken to discipline an employee for cause which may include any action from a verbal reprimand up to and including discharge.
- i) **Employee:** An individual who is legally employed by the County and is paid in part or whole through the County payroll.
- j) **Exempt Employee:** An employee who is not covered by the provisions of the Federal Fair Labor Standards Act.
- k) **Full-Time Employee:** A person working regularly a minimum of thirty-seven and one-half (37 ½) hours per week.
- l) **Grievance:** A written employee complaint, which alleges unsafe working conditions, unjust application of discipline, or unfair application or violation of the personnel rules and regulations of the County or the Department for which the employee works. The complaint shall state the rule or policy believed to have been violated and the remedy sought.
- m) **Home Committee:** A Committee, Board or Commission established by the County Board to be the Home Committee for a particular Department.
- n) **Hourly Employee:** A person employed on a regular or irregular basis and paid an hourly rate.
- o) **Immediate Family Member:** An employee's spouse, children, stepchildren, parents, grandparents, stepparents, or other legal relation who contributes more than one-half (1/2) of support of the employee or receives that level of support from the Official.
- p) **Job Description:** A written description of a position containing the title, a general statement of the duties and responsibilities, qualifications required and desirable training and experience.
- q) **Layoff:** The separation of an employee because of lack of work, lack of funds, or the abolishment of a position.
- r) **Length of Service:** The continuous length of service with the County from an employee's last date of hire. Length of service shall be broken only by retirement, resignation or discharge.
- s) **Limited Term Employee:** A person hired for a specific period of time.
- t) **Non-Exempt Employee:** An employee who is covered by the provisions of the Fair Labor Standards Act.
- u) **Official:** A County Board Supervisor, Elected Official, Department Head or employee of the County.
- v) **Part-Time Employee:** A person working a regular or irregular schedule but less than thirty-seven and one-half (37 ½) hours per week.
- w) **Pay Steps:** The rates of pay established for each class of positions.
- x) **Pay Step Increase:** A scheduled pay increase within a classification.
- y) **Position:** A grouping of duties and responsibilities to be performed by an employee. A

DEFINITIONS - continued

- position may be filled or vacant, full-time or part-time, regular or temporary.
- z) **Promotion:** The assignment of an employee from one (1) classification to another classification with a higher pay grade.
 - aa) **Pronouns:** Masculine gender pronouns used herein refer to persons of either sex.
 - bb) **Reclassification:** The reassignment of a position from one (1) pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.
 - cc) **Red-circled:** An employee is held at a particular grade and step on the pay scale, but shall receive any cost of living adjustments.
 - dd) **Seasonal or Temporary Employee:** A person part-time or full-time hired for an abbreviated time span or in response to a special climatic or calendar need whose employment terminates at the end of the season or when the need no longer exists.
 - ee) **Temporary Assignment:** An assignment for at least two (2) week's duration.
 - ff) **Termination:** The removal of an employee from the payroll for voluntary, or involuntary reasons, including resignation, retirement or dismissal.
 - gg) **Transfer:** The assignment of an employee from one (1) position to another in the same class or to a class with the same pay grade.
 - hh) **Volunteer:** A person recognized and authorized to perform services for Adams County without receipt of salary or compensation other than reimbursement for reasonable expenses incurred in service to the County.



Trena Larson

Administrative Coordinator/Director of Finance

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Trena.Larson@co.adams.wi.us

County Board

10/18/2011

Office Activities

1. Budget
 - a. Final Admin/Finance Changes
 - b. Rollup up the budget for publication
2. Assisting with daily operation while staff member on limited hours– for medical leave
3. Levy
 - a. Updating Levy Analysis with Admin/Finance Updates
 - b. Attended Levy Calculation Workshop
4. Cash Reconciliation – August
5. Attend WCA annual Convention – Theme Change
6. Attended Lean Government Seminar
7. Submitted the Single Audits completed by Schenck
8. Spoke at the Town's Association 10/14/2011
9. Attended annual Skyward session with Employee - new release information and training

Upcoming Activities

1. Organize and participate in quarterly meeting for Municipal Officials
2. Update Analysis on Levy Impact for Admin/Finance proposed budgets
3. Prepare Budget Book County Board
4. Submit budget to be published in newspaper 10/28
5. Meet with County Board Supervisors to answer any budget questions and assist with any proposed budget amendments
6. Complete ICS 100 & 200 – Emergency Management Prior to 12/1
7. Participate in team bargaining with Union WPPA #355
8. Cross training throughout 2012 with MaryAnn on Insurance renewal and procedures

Important Notes/Discussion

1. Please stop by or set up an appointment with me to discuss any budget questions and or changes
2. The Budget Book for board members
3. 2012 proposed Levy and the implication of this levy on future years
4. I will be on vacation 10/26/2011 – 10/31/2011

RESOLUTION 2011 - 73

RESOLUTION TO ENTER INTO COOPERATIVE AGREEMENT WITH S.
TREMPEALEAU COUNTY

INTRODUCED BY: Adams County Solid Waste Committee

INTENT & SYNOPSIS: To enter into a Cooperative Agreement for recycling collection, processing, and marketing of mixed glass between S. Trempealeau County (STCSWC), Wisconsin and Adams County, Wisconsin for the purpose of qualifying for Recycling Efficiency Incentive (REI) Grant and/or Consolidation Grant Funding through the State of Wisconsin.

FISCAL NOTE: Consolidation Grant Funding is based on a RU per capita

WHEREAS, S. Trempealeau County desires that Adams County provide mixed glass recycling services to the residents of S. Trempealeau County; and

WHEREAS, Adams County desires to provide mixed glass recycling services to the residents of S. Trempealeau County; and

WHEREAS, the attached Exhibit A, "Adams County/S. Trempealeau County Recycling Agreement and Scope of Services" addresses the requirements of Wis. Stat. §66.0301 and Administrative Code ch. NR 549; and Consolidation Grants for WI Responsible Units.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Adams County, Wisconsin:

1. That the Cooperative Agreement for Recycling Services between S. Trempealeau County, Wisconsin and Adams County, Wisconsin for the term September 1, 2011 through December 31, 2015, attached hereto as Exhibit A, is hereby approved; and
2. The appropriate County officials are hereby authorized to execute such Agreement.

Dated this 14 day of September, 2011.

Larry Bapwick

Terena Johnson

Patricia Johnson

Dean R. Morgan

Adopted

Defeated by Adams County Board of Supervisors this day of , 2011.

Tabled

Adams County Board Chair

Adams County Clerk

ADAMS COUNTY/S. TREMPEALEAU COUNTY SOLID WASTE COMMISSION
(66.0301 Wis. Stats.)
RECYCLING AGREEMENT AND SCOPE OF SERVICES

Agreement entered into between Adams County, a Wisconsin Municipal Corporation, hereinafter designated as "Adams County" and S. Trempealeau County Solid Waste Commission, a Wisconsin Municipal Corporation, hereinafter designated as "S. Trempealeau County".

PREAMBLE AND RECITALS

WHEREAS, Chap. 159 Wis. Stats. and NR 544 Wis. Admin. Code, became effective October 1, 1993, with the goal of reducing solid waste which is placed in landfills; and,

WHEREAS, NR 544 Wis. Admin. Code requires each Municipality to implement an Effective Recycling Program and a County may become a "Responsible Unit" for the development and implementation of an Effective Recycling and Consolidation Program; and,

WHEREAS, NR 549 Wis. Admin. Code encourages and rewards cooperative agreements between Responsible Units for implementing cooperative regional recycling consolidation efforts, collection, sorting, planning, or educational programs, and

WHEREAS, the Adams County Board of Supervisors, has reviewed and approved this recycling program Agreement; and,

WHEREAS, the Adams County Board of Supervisors, municipalities within Adams County, the citizens of Adams County, and S. Trempealeau County wish to work together to reduce the amount of solid waste placed in the landfills to the greatest extent technically and economically feasible; and,

WHEREAS, the parties to this Agreement, seeking to act for their common benefit and for the health, safety and welfare of their residents and property owners, deem it to be in their mutual best interests to set forth the general terms and conditions to implement a consolidated/effective County Recycling Program pertaining to public education, and the collection, transportation and processing of recyclable materials.

NOW, THEREFORE, for and in consideration of the foregoing Preamble and Recitals, and in further consideration of the benefits, covenants and Agreements set forth herein, the parties agree as follows:

I. PURPOSE

The purpose of this Agreement is to acknowledge the designation of Adams County as

the Responsible Unit for the purpose of planning, coordinating, implementing and documenting operation of an Effective Recycling Program to manage recyclable materials pursuant to NR 544 Wis. Admin. Code., and to enter into a Cooperative Agreement with S. Trempealeau County pursuant to 66.0301, Wis. Stats, for the purposes of combining the processing and marketing of recycled mixed glass to qualify for Recycling Efficiency Incentive/Consolidation Grant funding under ch. NR 549, Wis. Admin. Code, from the Department of Natural Resources (DNR).

II. TERM, RENEWAL, AND IMPLEMENTATION

A. TERM. The "term" of this Agreement shall be for the period beginning October 1, 2011, and ending December 31, 2015.

B. RENEWAL OF THE TERM. The term of this Agreement shall be renewed for additional terms of one (1) year, and shall continue to renew for successive term(s), unless either party, three months prior to the end of the term or any renewal, give notice to the other party of its intent not to renew for any reason.

In the event Adams County or Municipality does not wish to renew this Agreement in its entirety for the subsequent term, but seeks modification of said Agreement, it shall give the other party 180 days notice prior to the end of the term.

This initial Agreement shall be further amended and/or supplemented, as agreed upon in writing by both parties, so as to implement Adams County's Effective Recycling Program to and for the benefit of the parties, and so as to comply with Chapter 159 as now in force and effect or as hereafter amended. **Renewed September 12, 2011**

C. IMPLEMENTATION. Implementation of this program shall begin January 1, 2004.

III. DUTIES OF ADAMS COUNTY

Adams County, as the designated "Responsible Unit" for Adams County, agrees to comply with the following:

A. Develop, implement and operate a program to manage recyclable materials generated within S. Trempealeau County in cooperation with S. Trempealeau County in compliance with the terms, conditions, obligations, requirements and priorities as set forth under Chapter 159 of Wisconsin Statutes.

B. Submit to the Wisconsin Department of Natural Resources annually, a Report setting forth how Adams County intends to continue the Consolidated/Effective Recycling Program. The Report shall specify, at a minimum, the following:

1. Whether Adams County or any other person, firm, or entity, as designated by Adams County, will implement a component of the Consolidated/Effective Recycling Program.
2. The procedures, processes, or policies that Adams County intends to use to separate, collect, store, process, and market recyclable materials and to educate the public on the Consolidated/Effective Recycling Program.
3. The procedures or processes that Adams County intends to use to manage the recyclable materials that are not separated for recovering or recycling.
4. A schedule for the implementation of the Consolidated/Effective Recycling Program.
5. Development of an Consolidated/Effective Recycling Program which includes a public education component to inform residents, persons, and business entities within the region of the reasons to recycle, local opportunities to recycle, and all prohibitions on land disposal and incineration as set forth under 159.07 Wisconsin Statutes.
6. Implementation of a system for the processing and marketing of recyclable materials collected by the Responsible Unit or by municipalities located within the Responsible Unit's area/region.
7. Implementation of prohibition(s) on disposing of, in a solid waste disposal facility, any material identified in 159.07 Wisconsin Statutes that is separated for recycling as part of the Consolidated/Effective Recycling Program.
8. Provisions to be implemented for the management of post-consumer wastes that are not separated for recycling or recovery under the Consolidated/Effective Recycling Program, consistent with the highest feasible priority under Section 159.07(12) Wisconsin Statutes.
9. Procurement of equipment (if necessary) or means necessary to implement the Consolidated/Effective Recycling Program, including contracts for service, staff, supplies and equipment from vendors.
10. A reasonable effort through the implementation of the Consolidated/Effective Recycling Program to reduce to the maximum extent feasible the amount, by weight, of each material specified in 159.07 Wisconsin Statutes that is generated as solid waste within the region and disposed of in a solid waste disposal facility or converted into fuel or burned without energy

recovery in a solid waste treatment facility.

11. Provide information as requested regarding the status and planning of the Effective Recycling/Consolidated Program to S. Trempealeau County.

12. Other provisions to be implemented as established by the Department of Natural Resources.

13. Provide adequate enforcement of the program established above.

C. Adams County shall be responsible for the processing and marketing of all recyclable mixed glass delivered by S. Trempealeau County with whom a cooperative Agreement has been executed.

D. Adams County shall be responsible for suitable collection areas at the collection site with Adams County being responsible for the cost and maintenance of said area.

E. Adams County will maintain a central recycling center to which it will accept all collected recyclable materials, said recycling center to be open Monday through Friday from 7:00 AM to 3:30 PM with the exception of established County holidays. Adams County shall be responsible for all administrative costs and services related to the processing and marketing of recyclable materials and the operation of the central County recycling center.

G. Adams County shall be responsible for providing the necessary vehicles and equipment needed to process and market recyclable materials from S. Trempealeau County.

H. Adams County has the option to contract out the recycling services if deemed to be in the best interest of the Responsible Unit.

IV. DUTIES OF S. TREMPEALEAU COUNTY

A. S. Trempealeau County hereinafter, agrees to pass any and all rules, regulations and/or ordinances, requiring that all recyclable materials be placed in containers provided by Adams County, and that all containerized recyclable materials be directed for delivery only to Adams County designated recycling location.

B. S. Trempealeau County shall be responsible for establishing and maintaining a suitable delivery system for recyclable glass materials to Adams County with the cost of this delivery to be incurred by S. Trempealeau County unless other arrangements have been mutually agreed to by both parties.

- C. It is expected that overall expenses will be reduced as long term markets are established and this agreement for disposal of recycled glass material has proven to be the most cost effective means of recycling this product.

V. FUNDING

- A. Adams County and S. Trempealeau County, as designated Responsible Units entering into a Cooperative Agreement for recycling, shall be entitled to receive any grants and monies or other assets distributed by the State of Wisconsin, directly or indirectly, for their benefit as a result of Chapters NR 542, NR 544, NR 549 Wis. Admin. Code, Recycling Grant and/or Recycling Efficiency Incentive/Consolidation Grant Program. This paragraph shall apply to all future grants or funds distributed after the execution of the Agreement. **(Consolidation Grant Funding Qualification WI Stats s. 287.24)**
- B. Adams County shall have the right to receive any and all revenues from the sale of recycled materials processed by Adams County under this Agreement. Said revenues shall be applied to the cost of purchase of construction and operation of all structures, staff, and equipment required by Adams County to perform the requirements under this Agreement.
- C. It is expected that overall expenses will be reduced as volume increases. With formal agreements established, Adams County may be able to establish long term markets for reusing glass product and Adams County may also be able to purchase larger and faster processing equipment which will reduce overall costs for disposal of mixed glass product.

VI. INDEMNIFICATION

- A. Adams County does hereby agree to indemnify and hold S. Trempealeau County harmless against and from all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses which may be imposed upon or incurred by or asserted against S. Trempealeau County as a result of or arising out of and action by Adams County, its, employees, or agents resulting from or arising out of Adams County's pickup, transportation, or subsequent processing of recyclable materials in connection with the terms and conditions of this Agreement.
- B. S. Trempealeau County is, and shall be, in exclusive control of its delivery system for recyclable materials. Adams County shall not in any event be liable for any injury or damage to any property or to any person which would occur to S. Trempealeau County's delivery system unless such damage or injury directly arose out of actions by Adams County, its employees or agents in connection with Adams County's acceptance of recyclable materials at said collection site. S. Trempealeau County shall indemnify and

hold Adams County harmless against and from all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses which may be imposed upon or incurred by, or asserted against, Adams County as a result of any personal injury or property damage occurring from S. Trempealeau County's delivery system unless injury or damage directly arose from action taken by Adams County, its employees, or agents in connection with the acceptance by Adams County of recyclable materials at said collection site.

VII. INSURANCE

Each party shall maintain its own liability insurance in such form and amount as is sufficient to address the risks arising out of the implementation of this Agreement.

THIS AGREEMENT IS SIGNED THIS _____ DAY OF _____, 20__.

SIGNATURES FOR ADAMS COUNTY:

TRENA LARSON, ADMIN. COORDINATOR

MYRNA DIEMERT, SOLID WASTE DIRECTOR

SIGNATURE FOR S. TREMPEALEAU COUNTY SOLID WASTE COMMISSION:

COMMISSION BOARD CHAIR

JOHN STAATS, DIRECTOR

1
2 **RESOLUTION** 2011 - 74
3

4 **RESOLUTION TO ESTABLISH A NEW, NON-LAPSING ACCOUNT FOR**
5 **ADMINISTRATION OF HENNING ESTATE BEQUEST TO "ADAMS COUNTY**
6 **COMMUNITY CENTER"**
7

8 **INTRODUCED BY:** Property Committee
9

10 **INTENT & SYNOPSIS:** To establish a new, non-lapsing account for administration
11 of bequests funds from the Estate of Harold Henning, Adams County Probate Case No.
12 11PR06A, to be used exclusively for "putting up a flagpole and associated
13 improvements and otherwise to the general Community Center Funds."
14

15 **FISCAL NOTE:** Receipt of 5% of the Henning Estate net value.
16

17 **WHEREAS:** The Estate of Harold Henning, Adams County Probate No. 11PR06A, has
18 bequeathed to the "Adams County Community Center," 5% of the net estate value; and
19

20 **WHEREAS:** A \$20,000.00 Partial Distribution of the Estate has been received; and
21

22 **WHEREAS:** The Estate of Harold Henning anticipates making a Final Distribution upon
23 closure of the Estate, possibly into fiscal year 2012; and
24

25 **WHEREAS:** Maintaining said funds in a non-lapsing account will protect and preserve
26 the funds and assure that they are used solely for "putting up a flagpole and associated
27 improvements and otherwise to the general Community Center Funds."
28

29 **NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors
30 hereby approves a new non-lapsing account be created for administration of funds
31 received from the Estate of Harold Henning, Adams County Probate Case No. 11PR06A,
32 to be used exclusively for "putting up a flagpole and associated improvements and
33 otherwise to the general Community Center Funds."
34

35 Recommended for adoption by the Property Committee this ____ day of October, 2011.
36 David Ranner _____
37 _____
38 _____

39 Adopted _____

40 Defeated _____ by the Adams County Board of Supervisors this
41 Tabled _____ 18th day of _____, 2011.
42
43

44 _____
County Board Chair

County Clerk

Ad Hoc Sub Consolidation Committee Meeting Minutes
August 15, 2011, 9:00 a.m.

Meeting was called to order by Chairperson, England at 9:00 a.m. Present, Sumpter, Allen, Wellumson, James, Keckeisen and England. Excused, Stuchlak. Also present Larson, Scott, Kotlowski, and Kaye.

Motioned by James/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Allen Wellumson to approve the June, 24, July 18 and Aug 1 meeting minutes. Motion carried by unanimous voice vote.

A. Discussion topics:

- Contracted services – copy machines; Larson provided the committee with a list of contracted services. Discussion took place regarding the different contracts. It was determined that EO Johnson should be contacted to leverage a deal. Motioned by Allen/Keckeisen that Larson call EO Johnson to set up a meeting to look at options of consolidating contracts to reduce costs. Wellumson and Larson will meet together with EO Johnson. Motion carried by unanimous voice vote.

- Parks operations – Nickel present at 9:16 am. Nickel talked about a statewide cost analysis. Adams County Parks are the most cost efficient in the state. There is a resolution on the books that refers to user fees that cover the cost of maintenance and operation expenses for both Petenwell and Castle Rock. Some of the administrative fees for the office are now being covered by user fees, which is not part of the initial resolution adopted. One park is in the red approximately \$150,000 it will probably take the next two years to make up the difference. James questioned the final payback to and the reasoning of this overage. Nickel had requested Petkovsek allow an extension for payback, however; it was recommended to make the payment and make up the difference moving forward. Capital projects will be delayed. The Highway 21 wayside had just been accepted by the county it will not pay for itself, it may only bring in \$2,000 - \$3,000 which will not cover the cost to maintain it. If the county had not wanted to continue with outlying parks they should not have taken over the Highway 21 wayside. The countywide outdoor recreational plan was approved the county board. The following portion of the parks budget is on the levy:

- Swim program
- Portion of administration
- Tourism
- All outlying parks
- Park access
- Portion of snowmobile, ATV, trails (assistance to townships)

Nickel explained that some outlying parks areas had been previously turned over to the towns but the county ended up taking them back over. There was discussion about

user revenues, sales tax dollars. Nickel will be going to his committee to talk about sales tax dollars. Nickel explained that Adams County is the number one leader in Wisconsin where visitor dollars are generated. Adams County promotes natural recreational resources. In 2012 he would like a portion of the visitor sales tax dollars applied towards the Parks Department. Nickel asked two questions: Do you want visitor sales tax dollars to pay for public recreation? Or do you want property tax dollars to?

Keckeisen said we should not be fixing something that is not broke. We have the best parks system in Wisconsin.

Wellumson said the parks are not essential, but Highway and Public Safety are. Nickel agreed. Nickel explained the number of employees and hours of work. The exemption from overtime. People don't come to Adams County to see the Courthouse they come to recreate.

Wellumson suggested increasing user fees, by example of 14% to cover the \$197,000 levy. Wanting to know what it would take to increase revenue by \$200,000. Nickel said he wouldn't consider it and wouldn't do it.

Wellumson wanted the total revenue in terms of Castle Rock and Petenwell Park.

Nickel used a figure of \$900,000 that included user fee, grant dollars explaining that portions of the revenues covered capital projects. James questioned what capital improvements were. Nickel gave a brief overview to James.

Keckeisen felt raising the fees would turn campers away. England indicated people who in these economic times couldn't stay at Chula could camp.

Sumpter didn't felt we should not be increasing user fees too much.

Allen did not think it would be a problem for town s to take over outlying parks. He questioned the yellow posts where the money is collected.

Nickel repeated that the county just got two sites back one in Grand Marsh the other in the Town of Rome because they didn't want them.

Keckeisen thinks Nickel should attend more shows and the county should continue advertising. Nickel said the number one industry in Adams County was recreation.

Wellumson disagreed as the County, School and Prison are the biggest employer and industry.

Nickel alluded to the fact that money is not generated by Public Safety, people going to see the jail or agricultural land.

Allen questioned sales tax generated and the larger portion coming from Chula Vista. Nickel indicated that every ticket they sell had Chula Vista name on it – promotional.

Wellumson said he was not talking about cutting advertising he was talking about increasing fees. He wants to know at what level and how much?

Nickel will not increase fees, he want sales tax dollars to reduce the levy.

Wellumson said that is just a shift and has no advantage.

Nickel compared fees to other parks, increasing fees will natural decrease utilization, people will go somewhere else with the same facilities, for less. Juneau County has a park they will just go there.

James questioned the \$150,000 again. Nickel explained that maintenance and operation will be in the red to cover the payback. He wanted to extend the payment from 5 years to 7 years but was told no.

James/Allen motioned to table Parks subject until next month. Motion carried by unanimous voice vote. Nickel should come back with more numbers next month.

James will meet with Nickel to talk about the Highway 21 site, after tearing down a display at the fairgrounds. Nickel will be meeting with his committee tomorrow.

- Airport operations – Scott gave an update on the history of the airport going back as far as World War II, a fire east of Adams, which consisted of town land, American Legion land, and others. After the fire the land was donated to the county for the expressed purpose of it being used as an airport. In the 60's there was a grass strip, then later it was blacktopped. There are 20 or so airplanes based out of there, ½ dozen or so are property owners. Season homeowners use it to go back and forth. There is some long term revenue for parking, there is rent for use of the land – hangers, overnight parking rent, some camping takes place during Oshkosh Days , there are two agricultural spray operators. There is a flowage fee on the fuel sold at the airport.

James questioned the amount for ground rent for hangers.

Scott indicated that it ranges from \$150 - \$230 depending on the size of the ground. Scott identified fees as:

- Parking is \$20 a month
- \$5 a night
- \$10 for camping
- \$10 for electric
- agriculture operators \$1,000 a year

James questioned if the chemicals were kept on site. Scott said there is no overnight storage of chemicals. James feels the fee is very low for the agricultural operators and questioned why it was only \$1,000. Scott said it was anywhere from \$300- \$500 and had been raised up to \$1,000, that their contracts expire at the end of the year and that they could begin negotiating. James questioned what would happen if they couldn't use the airport. Scott said they would bargain with local farmers, to use their

land, but would have to fly back and forth to Plainfield, burning 40 gallons an hour which has a significant cost to the operators.

Sumpter said we should look at increasing their fees and others.

Scott said the flowage fee is at 4%, hanger fees haven't been raised recently.

Wellumson said there revenue is \$98,000 there levy is \$35,000 of the \$98,000 how much of it is state or federal grant money. Scott said none of it. The state and federal dollars are not in the revenue. The county's cost is approximately 2% to 2/12% of a project. Wellumson said there would need to be a 35% increase in fees to get off the levy.

Keckeisen would like to know if the county is restricting the airport on anything right now. Scott said no.

Allen would like to be brought up to speed on the grants received. Scott explained there is a 6 year plan. A list of items is submitted to the state, they determine which projects they will fund. Over the last 12 years we've installed GPS instrument landing approach, this helps med flight in inclement weather, helps with 24/7 day and night landing. The cost to the county was zero. Security fencing, which was dictated by the Federal Government after 911, this is why access is limited. The security lights gates was part of Homeland Security requirement.

We are working on an in house safety precision approach lighting glide path for when it is dark, runway identifier, lights flashing to improve visibility.

We are working on wide area augmentation system (WAAS). Madison ILA system cost over a million. The new system would give a 1 mile minimum visibility and allow for as low as 250 feet sealing.

Recently started was an expansion of the south hanger area, however; the ground is on the low side and there is a drainage district. The project cost is a quarter million.

Next we will be working on the runway. The runway was done back in the late 80's on an experimental program, with 2" of asphalt rather than 3 – 4". Black top shrinks and cracks causing gaps, approximate cost is \$30,000 to crack fill the runway and this would need to be completed annually. We need money to maintain the run way. We need to do a benefit analysis. Should there be a new design, should we wait a year. We are hoping for \$250,000 of Federal & State Funding the funds are two different sources. There are 98 public airports of which 90 are eligible for funding. \$400,000 would be a deal breaker. The money is distributed at the States discretion there is a \$157,000 entitlement.

James questioned the airport activity was it up or down, how many landing/take offs are there more than 5 a day? Scott explained it is used for training exercises by the military at night he'd have to get the actual number from the State.

James questioned local usage. Scott listed a variety of places as:

- Pamida - auditors

- Smurf it Stone
- Insurance Companies
- Realtors
- Prison
- Governor
- J & G Rebuilders
- Pringle

James questioned if we were required to have an airport. Scott said no.

Wellumson of the 98 airports how many of them are private. Scott was not sure.

Sumpter asked about hanger charges and how the rates were determined.

Scott said they look at surrounding comparables and use them as an index. There are areas such as Reedsburg that is as low as \$25 and others such as New Lisbon that are as high as \$150. Scott suggested looking at the COLA and base it on the economy. James questioned if the budget was done. Scott said yes. It is the same as it was previously.

England questioned the direction the committee was taking on the Airport. Allen said he was concerned about getting information. Wellumson said he wanted the background.

Scott offered a tour if anyone was interested to just call him. Allen/James have both already been out there to see it. James questioned if the loaner car was being used. Scott said yes. Currently we collection donations. It is covered under the county insurance policy.

Motioned by James/Allen to recess at 10:20 a.m. Motion carried by unanimous voice vote.

Chairperson England called the meeting back to order at 10:30 a.m. All present.

- Consolidation of land and water/planning and zoning – Sumpter said she wanted time to review the handouts. She questioned why the committee wasn't looking at or considering other options. What is the intention plan with the department heads. James indicated we would eliminate both positions, create a new job description and advertise. Sumpter questioned whether it would work or not, there are no other options or department that are compatible? James has talked Ed from Golden Sands and will be meeting with Land & Water Director at Wautoma, see the direction they are taking on combining the departments, he would like to make sense of it and will talk to the head of the outfit and report back his findings.

- Success stories –

- Identify what you want to tackle – Keckeisen said he believed there were two collections clerks, one in the Child Support Department and one in the Clerk of Courts that may be a place where one person could do both jobs. Wellumson suggested Emergency Government be with the Sheriff's department, Wellumson said there were 5 people in the Planning & Zoning Department and 5 ½ in the Land & Water

Department. Keckeisen questioned if anyone had looked at the 2011 budget. James talked about NR115 shoreland protection ordinance technical side being covered by the Land Conservation Department and the enforcement side being handled by the Planning & Zoning Department this is an area of cross roads. Matt could work in the two departments being technical and enforcement there is just a lot of overlap. We have 10 reasons why and 10 reasons why not to combine the departments this is a 2 – 3 year process. Sumpter said if the intention was to consolidate the two departments why did the committee just repost and fill to vacant secretary positions. Kaye said as positions are posted she is informing applicants that no position is guaranteed. Keckeisen suggested making employees in Land & Water non union again. James spoke of the salaried employee step structure. Keckeisen was looking at eliminating OT. Planning & Zoning take comp time and then time off in the off season which is not hurting the county. Has the highway department considered not paying OT and using comp time? I think we are getting ahead of ourselves by combining departments. Why do we sign vouchers at county board? We are signing vouchers and killing ourselves with mileage. Why can't we put the \$250 whichever is cheaper back in the policy?

James/Keckeisen to table discussion on consolidation of land and water/planning and zoning until next month and do our homework. Motion carried by unanimous voice vote.

Wellumson talked about comp time, sick leave, are we doing a grand give away? Wellumson said we should streamline essential service and make cuts across the board. Phillippi used the Administrative Coordinator and the Personnel Directors offices as examples as they each were present. She asked what service the Personnel Director should cut. Should cut wages be cut or office supplies, positions not posted in order to meet the across the board cuts as this is a one person office. Wellumson said he was looking at departments like Highway, Health and Human Services – larger. Keckeisen said conferences should be paid for by the employees. Wellumson said this a professional enhancer. Sumpter said she didn't oppose paying for the conferences but that 8 people did not need to attend at the same time, they could stagger their certification. At Health and Human Services they all recertify at the same time, 4 could go one year and 4 the next. Sumpter don't think an entire office should be closed down so all staff can attend a training. Keckeisen said the department head said her employees worked hard and deserved a break and should attend. Sumpter said we should not be paying for a contracted services training. The contracted service should be eliminated and put back in the Corporation Counsels Office. James agreed we needed to keep office open.

England felt the committee was at a good starting point. Requested a example of the estimated revenue /impact

Phillippi gave an update on the Consolidation meeting she attended. Discussion related the sharing of the Highway Commission between Jackson/Clark County, regionalization of Extension Agents, Health and Human Service RIDC center.

- Identify what changes are needed
- Parallels of government and private business diagram – Phillippi gave an overview of the comparisons between government and private business.

Motioned by Allen/James to adjourn at 11:35 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, reading "Cindy Phillippi".

Cindy Phillippi
Recording Secretary

Ad Hoc Sub Consolidation Committee Meeting Minutes
August 30, 2011, 1:00 p.m.

Meeting was called to order by Chairperson, England at 1:00 p.m. Present: Sumpter, Allen, Wellumson, James, Keckeisen, Stuchlak and England. Also present, McLaughlin, Djumadi, and Kaye.

Motioned by Allen/Stuchlak to approve the agenda. Motion carried by unanimous voice vote.

Motioned by James/Sumpter to approve the August 15 meeting minutes. Motion carried by unanimous voice vote.

- EO Johnson contracts – Review options and/or results: Wellumson reported that he and Trena had met a couple of times but have no results on contracts. Budgets are a priority right now.
- Parks operation – continuation: Allen asked James if he had talked to Nickel, James talked with Nickel. The conversation with him was related to the collection box at Hwy 21. The people that are picking up money from the boxes should have phones. He did not talk about the \$196,000 or reducing the levy. The comment was made by Nickel to let department heads cut and worry about it themselves. Wellumson commented public access points. The parks should be self supporting, generating income and should not be restricting their services.

Stuchlak explained where school districts were in the county and where the different boundaries were.

Keckeisen and Allen exchanged conversation on the Parks Department operation. Keckeisen asked how it was expected that the parks be self sufficient? Allen believes that after the payback of the loan and getting out of the red there should be no problem. Allen said he did not expect them to be self sufficient all at once, but that over a period of time they should be. Allen would like to get Parks to run on what they take in and not necessarily raise fees. This should be obtainable in 4 years. McLaughlin, what are the parks revenues? They have been reinvesting them in years past. Has the time come to just maintain and use revenues to offset the levy? We are being asked to cut back and do without. Djumadi asked, as an observation, it appears the committee is focusing on budgets not on consolidation, is this really their job? It makes sense to reinvest in the Parks, they make money for the county and draw people here and promote tourism. People use small businesses and local restaurants, they spend their money here. James commented, regardless if the county owns the parks or if they were owned by private entity they would still draw people here. We could lease them to a private company, but I would prefer it not done that way. I would set aside money for capital improvements within the county structure. James commented on Nickel's capital improvement plans. Nickel had indicated he wanted to do new construction on the East side of the park and some road improvements. Sumpter asked, if the committee was playing finance committee or consolidation, aren't we to be looking at the possibility of consolidating and outcome? England responded, are we looking at the chicken or the egg, it is hard to look at consolidation without looking at finances. James commented that out sourcing, contracting, combining, and just like EO Johnson contracts all run together. Keckeisen said Nickel's budget was down for 2012, outlying Parks puts Nickel in the hole, as well as boat launches. They looked at giving the boat launches to the townships and it failed.

James said the total cost was approximately \$30,000. If he could swing a deal, referencing to Rome and New Chester.... Stuchlak feels there could be cooperation with Easton Lakes District and the Town of Easton that they would be willing to take over the launch. Easton Township will work with the Lake District. Keckeisen, two board members drove 30 people away, they moved to a different campground. Nickel has Adams County on his mind no matter where he is, we don't want people to move somewhere else. Allen and Stuchlak both want the parks levy to be reduced, they don't feel their tax dollars should help subsidize the Parks. Stuchlak was instrumental in obtaining the free week-end conducive with free fishing with proof of property. Stuchlak agrees with Keckeisen that Nickel sells Adams County very well. Discussion took place regarding an enterprise fund and if the parks should be run like one. Keckeisen didn't think that we should be considering this and reference Solid Waste. Nickel needs to be able to keep the money. Wellumson questioned Keckeisen and his reasoning.

Phillippi explained the difference between carryover accounts and fund balances. Anything corresponding to the general fund begins with a 100 account number; any other fund such as the Solid Waste department begins with 600 or like the Health and Human Service with 240. Money is handed differently depending on the accounting structure set up.

Allen would like to have Nickel come back at the next meeting letting the committee know what his department can do next year and moving forward. Allen refuses the idea of raising rates and would like cooperation, not miracles.

Djumadi again questioned the committee's responsibilities. Would not Nickel explain to his committee what his plans are moving forward? Is it not up to them to determine the budget? I am confused. Operate only with the money he makes, I don't agree with that. Stuchlak agrees in order for the Parks to operate like a business the money stays there in that department. They need to maintain capital improvements and operate like a business.

James would like cooperative participation and would like Nickel to come back to the next meeting.

- Consolidation of Land and Water/Planning and Zoning – Review Handouts - Identify pros & cons

James went through all the material, there were 18 responses from McLaughlin's request from other counties. The majority of them are 6 years or better into the process, some went quite well, other have a long way to go. James went to Waushara, and met for approximately 40 minutes with Terri Dopp-Paukspat the director for Zoning and Land Conservation Department. They had made the transition in 2002 where they eliminated one department and reduced staff to 1½ people. Ed Hernandez is the County Conservationist/Deputy Director of Land Conservation. They also reduced their county supervisors from 21 down to 11 in 2008. They have a contract with Independent Inspection LTD for two inspectors. They have their own septic inspector. Golden Sands, administers their invasive species program, 5 counties have contracted with Golden Sands. Basically this is what Reesa currently does. They get a grant every year like the one we get for Reesa.

Tri Lakes has an aquatic invasive species program as well. They have been working with the University of Stevens Point to obtain two full time students for water quality; however they have only found one.

Barnes present.

Land and Water and the Extension office may have more in common.

McLaughlin indicated that what is called P&Z and L&W may not be the same across the board they may not be the same animal. It makes sense to know enough to make an educated decision on what should happen. What's important is to know what the specific individuals do. For example, GIS with P&Z would make sense as they do mapping which is a daily operation for us. James explored different ideas that may be a good fit for example: P&Z, Records, Real Property Lister, GIS.

GIS could be evaluated to determine or establish who that person should be under.

Phillippi explained that the records, real property lister, and land information position were one of the same.

Keckeisen informed the committee that DNR is an enterprise and cut a lot of private funding and grant money. We need to survive on the money that we get. What happens to Reesa if the funding is cut for the position? James expressed the same concerns. Sumpter questioned NR115. There were not sound answers. Stuchlak said that 2 years ago at a Lake Alliance meeting, to have one 1 cooperative person, Adams County Lake Alliance was totally against it, they would fund her position to keep it. There are 22 Lake Alliances. \$750.00 a year from Tri Lakes goes to the Lake Alliance. Stuchlak, they would fund the position being that they could add a special assessment to Lake District. James thought we had money to fund thru 2013. Sumpter, we need to make decisions together, nothing is going to be smooth, but I do not want to go thru 9 years of bumpy roads. Land Records and Planning and Zoning will create World War III. We need to be focusing on good solutions. Wellumson, I feel it is critical to see the revenues from State. Keckeisen, next meeting bring department heads here to listen to what they have to say, or have England and Miller attend the next department head meeting.

After much discussion it was determined there was much separation between the Planning and Zoning Department and the Land and Water Department.

Allen, we have good department heads. We have to have a plan. Maybe to save we need to have an outside person to come in and tell us where we can save.

McLaughlin thinks departments should pull together, be team players. Some are better team players than others. I am a team player, but in doing so shot myself in foot, some are not willing to give up what they have. Djumadi, there is no reason to have an outsider come in the finance coordinator can provide the figures and get those numbers for us. Allen, that is far more then we expect her to do.

Discussion related to internal and external customers occurred.

McLaughlin referenced their revenue sources with outsourcing we are only going to retain 10% of the money instead of 100% of the money. We are just going to give it away, building inspection giving away our revenue, then the department will do a flood plan, shore land and septic. Allen stated that is why it should be an individual from the outside to evaluate options. McLaughlin, I know it is not in our best interest to let go of these services. McLaughlin indicated he would be attending a meeting in New Chester, to fight to keep these services in place. Sumpter, doesn't think someone from the outside, we have spend money on studies for nothing. Keckeisen said that the county explored options when Petkovsek was here. Consolidation of the Highway and Solid Waste department, spending \$10,000 with Ayres to be told it wasn't feasible. Petkovsek wanted to change a bunch of stuff on us and tried to make departments look bad.

McLaughlin said that they had explored sharing an employee between the Land and Water Department and their department. We could revisit this idea. He is still willing to explore this option knowing that the Union won't be an issue in 2012. We could work on the job description and get it revised and approved. However, Marcia has started to work on filling a vacant position we currently have, we would want to stop this process if we are going to explore this other option. He wouldn't fill his part-time position. Allen recommends continuing to work on the merger and talk with each other. A portable printer, to print out building code sections, etc to improve services. McLaughlin explained that their department was working on obtaining a laptop and printer for Dan, to improve services.

Sumpter, would like to hear from Murphy and McLaughlin on a plan for using or sharing an employee and to have Nickel back.

Keckeisen went over MIS budget documents, explaining that there was a lot of dollars tied up in technology and quoted some figures.

Djumadi agreed that IT was one of the bigger expenses. However, this shouldn't be over looked, in order to maintain efficient operations you really need updated technology. It shouldn't get the short end of the stick.

Allen stated we are way behind in certain departments naming Health and Human Services, Corporation Counsel, and Extension.

Kaye informed the committee that Alex helps Dawn and there are other issues unrelated to staffing. Everyone needs to get along in the real world and cooperate and have good working relationships with individuals and also work with Union.

Wellumson, list by manpower to consolidate P&Z and L&W department.

Motioned by Allen/Sumpter to attend department meeting at 8:15 a.m. on September 15, 2011.
Motion carried by unanimous voice vote.

Djumadi, said there were a number of other option besides UWEX/LWD or GIS and Real Property Lister, we should hear from Murphy and McLaughlin about what other department heads considerations may be.

James, it's overkill to have 7-8 departments, we'd be all over the place. We should stick to one subject otherwise it looks disorganized. Have McLaughlin and Murphy discuss staff sharing option, McLaughlin check on moving GIS and report back.

Recess: Motioned by Keckeisen/Stuchlak to recess at 2:12 p.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairperson England 2:21 p.m. All present.

Stuchlak, indicated that Land and Water and Extension Committee share some of the same members.

There may be a possibility of combining those two departments. Murphy and Genrich could talk about options.

McLaughlin talked about the differences in support offices and regulatory offices. Extension is a support office. Barnes wanted to know where they would be located if they were combined. The committee said they were just exploring options and they would deal with the physical mechanics later.

There was further discussion of Planning and Zoning, GIS and Land Records being located together.

Allen wants to screen department head responses before next meeting, have them put in mail boxes. They should be thoughtful suggestions, actual by person.

England has draft chart that she would like to use moving forward. The chart would have a time line 6 months, 1 year/3 years then it could be filled in. Wellumson recommends Sumpter to make excel charts. Sumpter will assist once England provides the data.

Keckeisen, we should look at having Emergency Management/Law Department combined down the road.

Set next meeting September 15, 2011 at 10:00 a.m. in room A260.

Motioned by James/Allen to adjourn at 2:45 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cindy Phillippi".

Cindy Phillippi

Recording Secretary

These minutes have not been approved.

Ad Hoc Consolidation Sub Committee Minutes
September 15, 2011 8:15 a.m. County Board Room

Meeting was called to order by Chairperson Diane England at 8:25 a.m.

All present, excused Mike Keikisen and Jack Allen. Also present were the Dept. Heads and Trena, Admin. Coordinator.

This meeting was held in conjunction with the Dept. Head meeting. Trena spoke regarding the reason for the committee being there. Chr. England said she would be comfortable with what the group wanted as far as discussions. Trena said we should do a round table and this seemed to be agreeable with all present. Deb Barnes spoke about "Call Center" for her office. This is contracted and could be cancelled with a 30 day notice. Due to illness of her secretary, she will be leaving this position in the budget for now, and will be using the Call Center. She also mentioned that from the other counties she has spoken with that use a Call Center, this is working well. Deb asked what the committee wanted. Chr. England spoke that we still are in the exploratory area and that 6 months to a year down the road we may see some changes but not immediately. Doug Wellumson commented that we are still looking at everything. Phil spoke about what each department is in our county may not be the same in another county. MaryAnn Bays also spoke. Deb Barnes spoke about sharing ideas & concepts. Chuck Price thought this is an opportunity to educate ourselves.

Jack Allen joined meeting at 8:54 a.m.

Doug W. spoke about people making assumptions. He also spoke about the growth of government. Committee has to decide what services to keep and that statutory positions are not all in the State Constitution and may not have to be kept. Chris Murphy asked if work load analysis was discussed by the committee and if not, why not. Chr. England replied no, but it is something to look at.

Joanne Sumpter brought up the fact that they may hear many different scenarios regarding consolidation of departments. This is what the committee has been assigned to do and right now they are just tossing out ideas. There is a possibility that there won't be any consolidation, but the committee is nowhere near that point to say yes or no. She also pointed out that if the committee were to get to that point, then they would be having those dept. heads in attendance at their meeting. Deb Barnes mentioned that the county may want to look at a "secretarial pool" and Jodi Helgeson talked about the possibility of a "scanning station".

Motion to adjourn the Ad Hoc committee meeting was made by Terry James/Joanne Sumpter at 9:26 a.m. AIF – motion carried.

Respectfully submitted,

Joanne Sumpter

Recording Secretary

These minutes have not been approved

Ad Hoc Consolidation Sub Committee Minutes
September 15, 2011 10:00 a.m. A231

Meeting was called to order by Chr. Diane England at 10:00 a.m. All present except Mike K. Also present were Phil McLaughlin, Laurie Djumadi, Fred Nickel, Don Genrich, Trena, Pat Kotlowski and Chris Murphy

Motion to approve agenda by Terry James/Jack Allen - AIF. No minutes were available from last meeting, this was tabled till meeting in October.

Topics Discussed:

EO Johnson – Doug W to meet with Trena next week regarding this.

Parks – Fred said that he can make cuts in some areas by not filling some vacancies, also by doing some consolidation within the dept. He has brought his 2012 budget down by 17.4%. Terry James talked about the repayment of a loan that was paid this year. Fred felt that by the end of 2012 he would be close to being in the black. He has cut back on the maintenance positions. He also thought that he could possibly have only 1 park patrol that would rotate between Petenwell and Castle Rock Parks. Fred also felt that if he were to increase rates this could cause us to be less of a public park and more of a private campground. Fred would like to see an increase in usage rather than an increase in fees. Joe Stuchlack feels that residents (property owners) should not have to pay for the use of levy operated parks. Jack Allen asked about how much room tax parks receives and Fred informed him that we only get it from Strongs Prairie and that it ranges from \$4,000 - \$7,000 per year. Jack A. asked about the trail from Roche-A-Cri Park to Castle Rock Park – Ice Age Trail. Fred said that he will be meeting with Mark regarding this.

LWCD/P&Z – Jack Allen asked who the Conservation Engineering Technician was and what does he do. Chris Murphy explained and stated that he is doing the dams. He & Phil M. had talked and that this position should be transferred to P&Z on 1/1/2012 and be full-time and would then include those of a building inspector as well as continuing with the non-metallic mining portion of the Engineering Tech position. Chris also pointed out that they may be cutting some services in 2012. Jack Allen asked about the cost of private engineering services and Chris replied that these services would be separate from the dams and would be for storm water run-off and small projects. Terry James asked about the number of hours that the tech assistant worked. One downside to this transfer is that the salary would be decreased \$9,000, but after obtaining additional certifications would be right back to where it is now. Joe Stuchlack asked about the WDNR grant and who would apply for it. In 2014, Chris said that P&Z would. Joe also asked Chris about being able to make it without that position or would he be coming back to reinstate it. Chris said he would have to live without it. Phil asked about the 40% of the grant paying for the position as to where it comes from. Jack Allen made a motion and seconded by Terry James to forward the recommendation of moving the Engineering position to P&Z in 2012 to the Planning and Zoning committee, the LWCD committee with a copy to the Transition committee and the County Board Chair. AIF, motion carried.

11:00 a.m. motioned by Jack Allen/Joanne Sumpter for 5 minute recess. AIF

11:05 a.m. meeting called back to order by Chr. England

P&Z/GIS – Phil M. talked about where this position should be located when it was originally created. Trena spoke about what Tyler does. Jack Allen felt that Tyler should stay right where he is and Terry James felt the same way.

Motion by Terry James/Doug Wellumson to move to the next item - AIF

LWCD/UWEX – Don & Chris met yesterday. The Ext. agents and the LWCD tech staff don't mesh well. The support staff of 2.5 positions possibly, but something would need to be eliminated such as services. Chris M. doesn't feel that there's an advantage to consolidating these two offices. Don explained that there are 4 positions at Extension that are federally funded completely and that the county provides only space. Chr. England would like Don to come back when the Ext. office has received the results from the needs assessment that they sent out. Motioned by Jack Allen/Terry James to end discussion – AIF.

Items to be scheduled for next meeting:

- Relocation of offices
- Department Head Survey
- Emergency Mgmt with the Sheriff's Dept.
- Needs assessment survey.

Next meeting date: October 20 at 10:00 a.m.

Motioned to adjourn by Terry James/Jack Allen - AIF

Respectfully submitted,

Joanne Sumpter

Recording Secretary

These minutes have not been approved

Ad Hoc Transition Committee Meeting Minutes
September 20, 2011, 5:45 p.m. Room A231

The meeting was called to order by Chairman Miller at 5:59 p.m.
The meeting was properly noticed.

Present: Miller, Johnson, West, and Stuchlak. Excused, Sumpter, Ward, Croke and Cohen. Also present: Kaye, Phillippi and Larson.

Motioned by West/Johnson to approve the agenda. Motion carried by unanimous voice vote.

Motioned by West/Johnson to approve the grievance resolution. Motion carried by unanimous voice vote.

Motioned by Stuchlak/West to adjourn at 6:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording secretary

These minutes have not been approved.

Administrative & Finance Minutes
September 7, 2011

The Meeting was called to order by Chairman West at 7:39 a.m. The meeting was properly noticed. Present: West, Ward, Renner, Sebastiani and Kotlowski. Also present: Phillippi, Pat Kotlowski and Sherry Kotlowski.

Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote. Motioned by Ward/Kotlowski to approve August 5th minutes. Motion carried by unanimous voice vote.

The Highway budget has been split into two separate funds the 260 and 700. Babcock present at 7:45 a.m. Their budget has no staffing changes. Highway department was affected by BRB. It changes their ability to work outside the county. The BRB has changed the ability to borrow equipment between counties and has eliminated the ability to work on capital improvement projects between counties. They can continue to do maintenance work outside the county. The department will need to review how staffing is handled as we move forward. Kotlowski asked if the county was going to use fair labor standards? No one was certain as to the plan moving forward. Ward, question if steps are maintained in this budget? Larson indicated they are in wages already and health insurance was budgeted at a zero increase. Kotlowski explained painting for Adams County and the DOT standards. Maintenance activity, repainting and retracing can continue for our county, but cannot be performed for another county in 2012. The painting contract has not been signed. It is generally not signed until January, but we have been told we will be receiving it. In contracted services, we've included gravel and paving. They will continue to do shaping, tree cutting, grubbing, and ditch shaving. They will continue to do construction overlay, can't cross county lines to participate in. Seal coating is considered as maintenance, we will continue to work jointly on maintenance projects, but not on construction. Something new this year related to road construction on our let projects we were using our vehicles and employees on the improvement projects. Kotlowski explained the cost compared to contraction is somewhere around \$82 compared to \$72 per hour. Crack filling required a crew of about eleven. If we are not trucking, the employee can haul sand. Phillippi questioned the levy impact and the dollars between funds. The funds were not in balance. There was a difference of 356,190. Sherry Kotlowski agreed with Phillippi. The adjustment will be made.

700.25.53110.419 should be \$3,500
700.25.53110.425 \$3,000

Recess: Motioned by Kotlowski/Renner at 9:30 a.m. Motion carried by unanimous voice vote.
Reconvened: Meeting was called back to order by Chairman West at 9:38 a.m. All present.

Diemert present at 9:45. IROW from Mosinee would like to bring their operation into Adams County. Buy property and take over recycling, 5 acres along Highway 21 township wanted the county to lease it and not sell. Opportunities that are being looked into include: Glass recycling with Strategic Materials Glass, a sorting operation, with a regional facility, fiber optic to sort by color, utilizing an existing building for glass if we are not using the recycling building. Strongs Prairie doesn't want the county to sell our property. We have maps, parcels etc already in the preliminary plan. As we move forward we have an opportunity to become more of a regional recycling facility, and still subcontract some of the recycling. Rural Industrial Development may help with a loan on a building if we went down that route then we could lease it. DNR believes that our sight is the perfect spot for regionalization, we have the property to expand and a centralized location. Municipal contract not sure where money is going, revenue.

Budget adjustments for 2012:

600.26.53610.310 should be \$5,000
600.26.53610 323 should be \$7,000
600.26.53610 420 should be \$4,000
600.26.53610 422 should be \$1,000
600.26.53610.430 should be \$396
600.26.53610 432 should be \$1,000
600.26.53612.310 should be \$3,200
600.26.53640.316 should be zero
600.26.53640 326 should be zero

Helgeson present. No changes to Register of Deeds Budget.
Land Information Budget. 100.17.56420.435 should be at \$720

Nickel present. Parks Budget discussion. Nickel indicated that he was successful in obtaining approximately \$200,000 thru a competitive grant. Discussion related to the repayment of borrowed money from the General Fund took place. It is undetermined if there is a balance of \$31,546 still due. Nickel, Phillippi and Larson will get together to see what the status of this is.

Recess: Motioned by Kotlowski/Renner at 12:45 p.m. Motion by unanimous voice vote.

Reconvened: Meeting called back to order by Chairman West at 1:16 p.m. All present.

Scott present. 100 24 53510 920 should be zero.

Nelson and Waverunek present. Waverunek explained that we are the poorest library in the State. He has removed the support for the Oxford Library from the budget. He explained salary reduction based on his employment and the prior director's retirement. The money previously budgeted for the Oxford Library has been placed in the books and material line item.

Allen and Genrich present.

100.42.55620.350 should be zero
100.42.55620.413 should be \$1,500
100.42.55620.420 should be \$1,500
100.42.55620.432 should be \$7,500
100.42.52750.350 should be \$2,399

Discussion related to the special projects and clean sweep account took place. To follow the resolution established for clean sweep the committee will adjust the budgeted amount.

Mileage and training were discussed. Genrich believes training and staff development are essential. Genrich went over some of the training that is provided by staff, one of which is colors. There was a county wide survey which the results will be out soon on.

Motioned by Kotlowski/Renner to adjourn at 3:04 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi

Recording secretary

These minutes have not yet been approved.

Administrative & Finance Minutes
September 8, 2011, 7:30 a.m.

Meeting was called to order at 7:38 a.m. by Chairman West. Present: Ward, Sebastiani, Kotlowski, West, and Renner. Also present: Phillippi. Barnes present at 8:01 a.m.
The meeting was properly noticed. Motioned by Ward/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote.

Barnes reported on the current vacant position in the Child Support office. They are looking at the option of contracting with a call center but would like to keep the position in the budget. Experience Work/Green Thumb are other options. It was suggested to keep the position vacant for 1 year. Contract with the call center for 1 year and reevaluate it at the end of the year. The cost is \$1,000 a month this is based on call volume. There is a \$1,000 set up fee.

Wollin, Beckman, and Green present at 9:00 a.m.

Discussion related to LTE and on calls took place. Lieutenant's job descriptions, compression issues with the line staff, and associated benefits were discussed. Questions related to the OT and reimbursements from Emergency Management and the Capital. There should be some money recouped related to the tornado incident. The figure is approximately \$20,000.00. There is a reimbursement that is expected for over time from the F16 plane crash and for the officers who worked at the capital, but there are no figures for this at this time.

Budget adjustments for 2012:

100.18.52151.440	should be zero not \$5,000
100.18.52100.210	should be \$72,823 not \$63,986.90
100.18.52120.910	should be \$18,000 not \$20,000
100.18.52120.399	should be \$59,000 not \$60,000
100.18. 49300	should be \$92,736 not \$94,854

Non lapsing worksheet needs to be readjusted, the amounts are miscalculated.

Gervais present:

100.19.49300	should be \$53.575
100.19.52504.340	should be \$1,810 not \$2,535.00

Recess: Motioned by Ward/Renner at 12:45 p.m. Motion carried by unanimous voice vote.

Reconvened: Called back to order by West at 1:06 p.m. All present.

Medical Examiner present by phone conference.

100.05.46171	should be zero, not \$34,740
100.05.51290.481	should be \$18,000 not \$20,160

Albert and Heider present.

100.07.51320.420	should be \$4,095 not \$4,750
100.07.51320.433	should be \$655 not zero
100.07.51320.310	should be \$4,000 not \$5,000

Motioned by Ward/Sebastiani to approve resolution for carryovers and forward to County Board. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Sebastiani to adjourn at 2:57 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording secretary

These minutes are not yet approved.

Administrative & Finance Minutes
September 9, 2011, 7:30 a.m.

Meeting was called to order at 7:35 a.m. by Chairman West. Present: Ward, Sebastiani, Kotlowski, West, and Renner. Also present: Phillippi. The meeting was properly noticed. Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote.

Mary Ann Bays present at 8:00 a.m.

100.R10.48350	\$125,000.00 down \$100,000.00
100.10.51520.432	\$477.00 down \$427.00

Motioned by Renner/Kotlowski to approve resolution to increase the marriage license fee. Motion carried by unanimous voice vote.

Larson present.

Motioned by Sebastiani/Ward to approve resolution for audit service contract between Schenck SC and Adams County for 2011-2013. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to approve part-time clerk/typist for County Clerk's office. Motion carried by unanimous voice vote.

Dawn informed the committee about EWISCAC WI-(TCM) Highway/Solid Waste/Sheriff/Health & Human TCM software running smoothly. Practice test data base, beginning in January. She had concerns about Credit/Debit card systems, however; Cobra/Swanson is most likely Baker compliant.

MIS, Dawn reported account #413 reduced \$300.00
#312 reduced to \$340,000

Motioned by Ward/Sebastiani to recess at 10:00 a.m. West called back to order at 10:18 a.m. all present.

Administrative Coordinator Budget:

100.22.51415.316	should be 0 was \$3,000.00
100.22.51415.434	\$3,000.00

Family Court Commissioner budget had no changes. McFarlin present.

Animal Shelter Budget was discussed. The animal shelter would like to enter into a contract with the county. Carol Berry was present. Jack Albert present at 11:50 a.m. He expressed concerns regarding the contract. He will review it and discuss it with the Public Safety and Judiciary Committee. The contract is costly. Ward would like further information as to what happens if the county refuses to enter into a contract, what is the liability to the county can we turn the money collected over to the towns rather than the shelter. Who is responsible for dogs running at large etc. Jack Albert left at 12:10 p.m.

Motioned by Renner/Kotlowski to approve filling the ACDF assistant position. Trena to review all current applicants and to report back to the committee on applications. The committee to review selected applications, and if it is necessary to repost, before reposting the committee is to see job announcement and salary range. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to adjourn at 12:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi
Recording secretary

These minutes are not yet approved.

Administrative & Finance Minutes
September 12, 2011, 7:30 a.m.

The meeting was called to order at 7:36 a.m. by Chairman West. Present: Sebastiani, Kotlowski, Renner and West. Excused, Ward. Also present: Phillippi. The meeting was properly noticed. Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote.

Mr. Church was present at 7:37. He provided petitions. Campaign for Liberty is requesting a 3% decrease in Levy.

Stuchlak present at 7:45 a.m. Murphy, LCD, present at 8:11 a.m.

July 1, 2015 is the deadline for Shoreland Protection Ordinance compliance. DNR is committed to fund due to ordinance. DATCP and Aquatic Specs grants were discussed. Murphy indicated 2 vehicles are in the budget to be purchased. This year there has been \$4,150 in repairs. Dam account has a used Equinox and LWC Lake Specialist account has a van.

Recess: Motioned by Kotlowski/Sebastiani to recess at 8:59 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman West at 9:10 a.m. All present.

Present James, McLaughlin and Harrison.

100 45 44402 should be at zero.

100 45 56406 343 should be at \$15,000

100 45 56400 316 should be \$2,500

McLaughlin indicated the current budget reflects 4 full employees and 1 part time employee, 1 on call, and 1 contract position. The part-time position is currently in 100.45.56400.110. Adjustments need to be made to reflect the appropriated dollars in the appropriate accounts.

100 45 56400 110 should be \$178,560

100 45 56400 122 should be \$23,469

100 45 56400 141 should be \$1,500

100 45 56400 210 should be \$15,577

100 45 56400 211 should be 15,863

100 4556400 214 should be \$69,361

100 45 56400 320 should be \$400.

Guerin and Townsend present at 10:10 a.m.

100 34 54700 431 should be \$1,120.

The committee would like the staff development summary sheets to match the budget requests. There could be an additional column or line to allow for other utilization of fuel/gas expense when using a county owned vehicle where mileage is not reimbursed. If additional dollars are allocated in the budget for this purpose, they should be able to see them on the worksheet.

Murphy came back to drop off the wildlife statement figures, revised at 10:29 a.m.

Price present at 10:30 a.m. Price provided a brief overview of different programs.

Centralize Income Maintenance cost is approximately \$43,000 this is a 10 county consortium.

This will not affect staff, resources stay the same and the county will maintain staff-as part of the agreement. Intake access position-ADRC has full time position at ¼ of salary will go to ADRC otherwise it is fully funded. Out of home care costs/child of families (stabilization of resources) they are currently looking at alternative measures to reduce costs.

CRS 1915I (Crisis Response Service) Pilot program of which one is already in place. They are looking at a mobile crisis and will be in contact with others to propose regionalization with other counties. Alzheimer/dementia population is rising in Adams County and cost for placement is rising as well. Juvenile Justice System has been a successful program. Community response program is a new program. Intent to award letter-it's a form of permance for children. Alternative response program is something else they are looking into. There is an additional position in children and families in a budget and in Public Health the part time position has been made into a full time position. Economic Support has a new module. We are proposing to not continue with the Gemi expense and eliminate the contract. Money can be saved by creating the manager position at practical cents then eliminating the Gemi contract.

Recess: Motioned by Sebastiani/Kotlowski to recess at 11:53 a.m. Motion carried by unanimous voice vote.

Reconvened: Called back to order by Chairman West at 1:05 p.m. All present. Excused, Ward.

Kaye present at 1:05 p.m.

100.21.51432.425 should be \$2,400.

Kaye provided a handout on the number of employment test performed.

Miscellaneous budget:

100.73.55460.350 should be \$700

100.73.55460.830 should be \$5,000

100.73.56706.350 should be \$7,500

100.73.55491.350 should be \$3,000

Hamman present at 2:15 p.m. No changes to maintenance budget.

Solid Waste/Health and Human Service and Law to come back again.

Motioned by Kotlowski/Renner to adjourn at 3:05 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording secretary

These minutes are not yet approved.

Administrative & Finance Minutes
September 16, 2011, 7:30 a.m. Room A160

Meeting was called to order at 7:42 a.m. by Chairman West. Present were Kotlowski, Sebastiani, West Renner, and Ward. Also present: Phillippi and Larson.

The meeting was properly noticed. Present: Daric Smith at 8:00 a.m.
Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote.

Smith reported on reserved funds, 54,000-CD, 52,000 was acquired over a 10 year period, 60,000 is in a money market account. The special project account is around \$300,000. Professional fees are paid for opinions, for example with Sherry Sales, (Metco soil testing) this is considered to be a special circumstance that is outside normal budget activity. We try to restock special payment funds. Currently there are 12 active loans, and one was just approved one yesterday. There are four times as many loans currently than there were 5-6 years ago. A CD was reduced by \$75,000 to fund the revolving loan. Extra money that may be paid out would be for 10-15 hours a week of extra services or for a part-time employee for the office which would be as needed for a special project if one would come up. The checking account is used to pay regular bills. There generally is \$9,000 left at the end of the year. This is used up in January or February to finish the year end cycle, but that depends on when the allocation from the county comes in. The job center person helps with resumes, interview questions, applications, job searching, assists with other areas, and mock interviews. She keeps track of everything, from the use of computers, fax machines and any extra items that should come up. She does a great job and goes above most job centers. Last year had high usage, this year the usage is down.

100.74.56700.350 should be \$95,000

The committee reviewed the fair board budget.
100.73.55460.920 should be \$8,000

The committee will revisit the \$700 allocated to pay OT. Larson will consult with Kotlowski to find out about equipment usage and if the volunteer time needs to be paid.
Grabarski should be invited to attend the September 23 meeting to discuss the reduction in the fair board budget allocation.

100 73 55460 920 should be zero and the money reallocated to the maintenance department budget. The \$8,500 will be reflected under department 12.

Library Budget: (Julia from the Oxford library) Wavrunek present.
Discussion took place regarding circulation and utilization of surrounding libraries. Wavrunek didn't believe the county should be allocating the \$5,338 towards Oxford library as Adams County Library is one of the poorest funded libraries.

Motioned by Sebastiani/Kotlowski to put \$5,338 toward Oxford library. Motion carried by roll call vote. Voting yes, Sebastiani, Kotlowski, and West. Voting, no, Renner and Ward.

Wavrunek indicated there is a formula that the Department of Public Instruction uses to determine per cost per population. Divided budget by population serviced and Adams County cost per is \$16.00 per person.

Julie explained she works 29 hours a week, and is paid \$250 a week and she volunteers a lot of her time, the money is necessary for Oxford Library. Ward wants to know active users over the past 12 months.

Recess: Motioned by Sebastiani/Kotlowski at 9:31 a.m. Motion carried by unanimous voice vote.

Reconvened: Called back to order by Chairperson West at 9:45 a.m. All present.

Present: James and England. Discussion regarding the HRA funding occurred.

James provided the following information:

250 single + 75 = 325

500 family + 125 = 625

Remaining potential of \$23,000 liability

James proposes utilization of \$25,000 of the \$112,000 towards first day deduct

Single to increase another \$75 = \$400

Family to increase another \$125 = \$750

Still a cushion of \$85,500

Remaining potential of \$23,000 liability

Motioned by Sebastiani/Ward to accept proposal based on the presentation by utilizing \$25,000 of the carryover amount towards first day deduction and increasing the counties share. Motion carried by unanimous voice vote.

James indicated the next Health Insurance Meeting will be on October 18, 2011. Wellness at 8:15 a.m. and Health to follow at 9:00 a.m.

Present: Wollin and Green at 10:30 a.m.

Wollin provided the committee with an update on cost recovering for the F16 plane crash, tornado and capital expenditures.

Military F16 plane crash reimbursement will be \$21,868.78

The capital incident was over 3 different pay periods

\$8,506.26 1st

\$1,206.73 2nd

\$18,425.54 3rd

The total reimbursement equals. \$28,138.53

Tornado, there was 173 hours of overtime, there is no dollar amount. This will come from Emergency Management. The return on investment for the court room video conferencing system is \$73,000. Kiosk system is like an ATM it will be placed in the Admin entry. This system will be used to make deposits for inmates and allow for inmates to debit and/or credit their individual accounts. There will be one placed in each of the cells. It can be used for phone cards, filing grievances, it will also provide for efficiency of staff, it removes paper requests and is a direct link to the Swanson system. The county would receive a portion of the money which will go into the commissary. Ward wanted an updated, on the three sergeant positions and believes the need to revisit their chain of command next year. Wollin reported there is a night position vacant, which is driving over time, 2

positions could be eliminated in the future looking forward at the structure with the intention to reduce in 2012.

The Kiosk system will eliminate work related to commissary. There will be no need to enter the paper requests into the Swanson system as it will go directly over the Kiosk into the computer (Swanson). All the forms, rules, and regulations can be placed on the system in PDF they can review everything on line. This equipment is free but electric/data and wiring are at a cost to the county. They will maintain the system. There are 112 beds, approximately 50 inmates housed.

100.73.54930.330	\$6,000.	Food Pantry allocation
	\$5,000.	CWCAC allocation
	\$11,000.	Total

100.73.51920.350 should be \$5,500

100.73.48360 should be zero

100.73.55460.350 still waiting on question regarding \$700 OT pay requirement for Highway staff volunteering during the fair.

Next meeting date September 23, 2011.

Pierce and Price present.

Payment from 8521 program funding is being used to pay Doris's position.

Price indicated that they will be combining both programs the Transportation/Nutrition program, with the intention of eliminating a person. 25% of a staff members wage has been allocated to ADRC resource piece, the aging ARDC will be separate, elderly special aging. (1) Disability specialist (2) Intake options which will be paid for by the ARDC.

Ward would like dollar amount from the thrift store split out of Health and Human Service Department.

Motioned by Ward/Kotlowski to create separate fund for thrift store. Motion carried by unanimous voice vote.

240.36.46634 \$40,000 should be 60,000

September 23, revisit Solid Waste Budget.

Motion by Ward/Kotlowski to adjourn at 1:40 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording secretary

These minutes have not been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

September 23, 2011, 7:30 AM, Room A160

The meeting was called to order by Chairman West at 7:36 a.m. The meeting was properly noticed. Present: West, Sebastiani, Renner, Kotlowski and Ward. Also present: Phillippi, McLaughlin, Bays, and Larson.

Motioned by Kotlowski/Renner to approve the agenda. Motion carried by unanimous voice vote. Discussed and acted on department proposed 2012 budget proposals.

Cada and Bonnett present.

There were no changes to the DA' s budget.

McLaughlin discussed the transferring/elimination of the Conservation Engineering Technician in the Land and Water Department and the creation of the Building Inspector/Code Enforcement Officer. The wage adjustments from the Land and Water Department to the Planning and Zoning Department need to be made, in addition to the grant revenues.

100 44 43595 should be zero (LCD)
100 45 43595 should be \$20,908 (P & Z)
100 44 56155 110 - 491 should be zero (LCD)
100 45 56155 should be \$20,908 (P&Z)
 Set up new functions in P & Z 56155 and 43595
100 44 56150
100 44 56150 326 should be \$5,000
100 44 56150 339 should be \$500
100 44 56150 215 should be \$59

Social Security and Retirement will be adjusted by the Administrative Finance Office 210, 211

100 45 56400 326 should be \$6,000
100 45 56400 339 should be \$2,250

Rural Industrial Development – Smith

Motioned by Sebastiani/Kotlowski to reinstate the \$5,000 to account 100 74 56700 350. Motion carried by unanimous voice vote.

CWCA – Hebert

Motioned by Ward/Renner to reinstate the \$16,000 to account 100 73 54930 350. Motion carried by roll call vote. Voting yes, Ward, Renner, West, and Sebastiani. Voting no, Kotlowski.

Recess: Motioned by Sebastiani/Renner to recess for 5 minutes at 9:31 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by West at 9:40 a.m. All present.

Clerk of Courts- Helmrick - No changes to budget.

Grabarski present at 10:07 a.m.

Moving the budgeted amount for the fairgrounds capital improvements from account 100 73 55460 to 100 12 55460.

Motioned by Sebastiani/Kotlowski to reinstate the \$12,052. Motion carried by unanimous voice vote.

Solid Waste – Diemert

An update on the cell construction took place, adjustments will be made to wages, benefits to reduce the budget in the 600 fund by the Administrative Finance Office.

Price, Pierce, McGhee in to discuss a software module/update. The module/update will be purchased half by the Health and Human Service Department and half by the MIS Department. Motioned by Ward/Renner to allow purchase of software module/update by spending over the \$2,000 threshold. Motion carried by unanimous voice vote.

Discussion related to the thrift store operation took place. After discussion with Schenck, Pierce indicated that a separate fund or going to an enterprise fund would not be feasible. It is suggested to split the operation by use of a different department code and creating a carryover within the fund. This would begin with the 2012 budget.

MIS – McGhee

McGhee informed the committee there were several requests that should be placed on the Steering Technology Committee agenda. She provided an extensive update on office activities. The Lynx System upgrade is very time consuming and tedious. They will need to uninstall the software then reinstall the software and then reconfigure each desk top. They are continuing to work on the Virto project, along with the Windows XP to Windows 7 software changes. They are 18-24 months behind on inventory changes. There should be a better disaster recovery plan in place. For example, with the last storm and power outage, if the plan were more detailed and in writing one could just look down the check off list. It should be a more simple process. The Spillman System and state link was talked about and there is a cost of \$7,680 for the survey portion. A multilevel authenticity is required by the Department of Justice.

100 73 43410 state shared revenue should be \$91,068, the final report had come in.

Motioned by Kotlowski/Sebastiani to cut \$45,000 from the two accounts 100 18 52300 920 by \$22,500 and 100 18 52300 920 by \$22,500 and fund balance applied to 100 18 49300 by \$22,500. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to adjourn at 1:06 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved.

ADAMS COUNTY BOARD OF ADJUSTMENT
MONTHLY MINUTES:
June 15, 2011

On Wednesday June 15, 2011 at 9:30 A.M. Vice-Chairman Ron Jacobson called the Adams County Board of Adjustment meeting to order with the following members present: Cathy Croke, Secretary Robert Donner and Dave Grabarski. Ivan Morrow was absent. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Z Bighorn Trust/Dwight & Bonnie Ziegler/Beth Mueller – Variance request under Section 3-1.02(B) of the Adams County Shoreland Protection Ordinance to allow an addition to a garage at 37' to the road right of way on County Road Z instead of the required 50' on property located in the NE ¼, NE ¼, Section 18, Township 19 North, Range 5 East, Lot 1 of CSM 2535 at 901 County Road Z, Town of Monroe, Adams County, Wisconsin. It was the consensus of the Board that there are alternative locations available to place the garage addition. The fact that the petitioner desires a larger garage is not a legitimate factor in granting the Variance. Dave Grabarski made a motion to Deny the Variance request. Cathy Croke seconded the motion. Roll call vote: 4 –Yes. Motion to deny carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the May 18, 2011 Board of Adjustment meeting for their review. Dave Grabarski made a motion to approve the minutes as presented. Bob Donner seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment meeting will be July 20, 2011.

Dave Grabarski made a motion to adjourn. Cathy Croke seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:27 A.M.

Ivan Morrow, Chairman

Ron Jacobson (Vice-Chair)

Catherine Croke, Secretary

Dave Grabarski

Robert Donner (Alternate)

Cathy Allen, Recording Secretary

ADAMS COUNTY BOARD MINUTES
September 20, 2011 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairman Sebastiani at 6:08 p.m.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Patrick Gatterman; Dist. #09-Patricia Townsend; Dist. #10-Heidi Roekle; Dist. #12-Florence Johnson; Dist. #13-Mike Keckeisen; Dist. #17-Bill Miller; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Lori Djumadi. Excused, Dist. #14, Ward.

Motioned by Kotlowski/Djumadi to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Licitar/Babcock to approve August 16, 2011 minutes. Motion carried by unanimous voice vote.

Public Participation: Karen Bays spoke regarding Resolutions #51 and #71. Bill Moberly spoke regarding Resolution #71. Robert Marx, Robin Skala, Janis Walters and Louis Walter spoke regarding Denial #01.

Claims: None

Correspondence: None

Appointments:

Motioned by Kotlowski/Renner to appoint Heidi Roekle to Long Term Support, Health & Human Services and Parks committees. Motion carried by unanimous voice vote

New Business: None

Unfinished Business: None

Reports and Presentations: Motioned by Klingforth/Djumadi to approve Res. #11-15 Town of Rome Chapter 10 Zoning map. Motion carried by roll call vote, 17 yes, 2 no, and 1 excused. Voting no, Keckeisen and Stuchlak. Excused, Ward. Motioned by James/Allen to accept letter of resignation from Karl G. Klingforth Supervisor District #19. Motion to accept resignation from Karl G. Klingforth Supervisor District #19 carried by unanimous voice vote.

Resolutions:

Res. #45: Motioned by Klingforth/Townsend to adopt Res. #45 to approve out-of-state travel and accommodations for Sarah Grosshuesch, Health Officer, to Washington D.C. on October 31 to November 2, 2011. Motion to adopt Res. #45 carried by roll call vote, 15 yes, 4 no, and 1 excused. Voting no, Keckeisen, Miller, Morgan and Stuchlak. Excused, Ward.

Res. #46: Motioned by Allen/Roekle to adopt Res. #46 to adopt the final redistricting plan, establishing new supervisory district boundaries consistent with the county 2010 Census. Motion to adopt Res. #46 carried by roll call vote, 14 yes, 5 no, and 1 excused. Voting no, James, Keckeisen, Klingforth, Morgan and Stuchlak. Excused, Ward.

Res. #47: Motioned by West/Kotlowski to adopt Res. #47 to approve auditing services contract with Schenck SC to conduct audits of County accounts and prepare financial statements for 2011, 2012 and 2013. Motion to adopt Res. #47 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Res. # 48: Motioned by West/Miller to adopt Res. #48 to rescind all prior resolutions establishing non-lapsing, carryover, and continuing appropriation accounts, with the intent to re-establish those continuing appropriation accounts that are necessary for County operations. Motion to adopt Res. #48 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Res. # 49: Motioned by West/Djumadi to adopt Res. #49 to increase the marriage license fees issued by the Adams County Clerk. Motion to adopt Res. #49 carried by roll call vote, 17 yes, 2 no, and 1 excused. Voting no, Keckeisen and Stuchlak. Excused, Ward.

Res. # 50: Motioned by Klingforth/Townsend to adopt Res. #50 to establish a new, non-lapsing Health & Health Services account for administration of bequests funds from the Estate of Harold Henning, Adams County Probate Case No. 11PRO6A, to be used exclusively for the "Meals on Wheels" program. Motion to adopt Res. #50 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Res. #51: Motioned by Stuchlak/Allen to adopt Res. #51 Personnel & General Administrative Policy Manual and to rescind the previously adopted Personnel & General Administrative Policy Manual. Motioned by Keckeisen/Allen to table Res. #51 Personnel & General administrative Policy Manual. Motion to table Res. #51 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Res. #52 through Res. #67: Motioned by Renner/Kotlowski to combine Res. #52 through Res. #67 the sale of County Advertised Tax Foreclosure Property. Motion to combine Res. #52 through Res. #67 carried by roll call vote, 19 yes, 1 excused. Excused, Ward. Motioned by Allen/Djumadi to adopt Res. #52 through Res. #67 to sell County advertised tax foreclosure property. Motion to adopt Res. #52 through Res. #67 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Res. #68: Motioned by James/Stuchlak to adopt Res. #68 to authorize Reesa Evans to attend the North American Lake Management Society (NALMS) Convention and training in Spokane Washington from October 24, through October 28, 2011. Motion to adopt Res. #68 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Res. #69: Motioned by Licitar/Stuchlak to adopt Res. #69 to request the Towns of Rome and Preston to create 100 feet no-wake zones adjacent to county owned dams. Motion to adopt Res. #69 carried by roll call vote, 17 yes, 2 no, and 1 excused. Voting no, Djumadi and James. Excused, Ward.

Res. #70: Motion by Johnson/West to adopt Res. #70 to designate Mark D. Thibodeau as the attorney to perform duties of the Adams County Corporation Counsel on an as needed basis. Motion to adopt Res. #70 carried by roll call vote, 17 yes, 2 no, and 1 excused. Voting no, Keckeisen and Stuchlak. Excused, Ward.

Res. #71: Motioned by Miller/Stuchlak to adopt Res. #71 to adhere to Wisconsin Act 10 by establishing a grievance procedure covering employee discipline, termination and workplace safety. Motioned by Miller/Keckeisen to amend Res. #71, under #4 Hearing (b) by adding to the last sentence after, attorney, or representative of their choice, strike ~~only~~. Motion to amend Res. #71 carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Kotlowski and West. Excused, Ward. Motion to adopt amended Res. #71 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Res. #72: Motioned by James/Stuchlak to adopt Res. #72 to apply to the Wisconsin Department of Natural Resources (WDNR) Municipal Dam Grant Program for 50% cost share of the total costs for the Upper and Lower Camelot dam repairs. Motion to adopt Res. #72 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Recess: Motioned by James/Allen to recess at 7:20 p.m. for 10 minutes. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman Sebastiani at 7:31 p.m. Roll call 19 present, 1 excused. Excused, Ward.

Ordinances:

Ord. #15: Motioned by Babcock/Gatterman to enact Ord. #15 to rezone a parcel of land in the Town of Adams, owners Joseph & Carol Anne Bobrick, located in the SE ¼, NW ¼, Section 16, Township 17 North, Range 6 East, Tract 50 of Edge of Town Acres, changed from an R3 Mobile Home Residential District to an R1 Single Family Residential District. Motion to enact Ord. #15 carried by roll call vote, 19 yes, 1 excused. Excused, Ward.

Ord. #16: Motioned by James/Stuchlak to enact Ord. #16 to rezone a portion of property (3 acres) in the Town of Easton, located SE ¼, NW ¼ Section 28, Township 16 North, Range 6 East, Lots 15-17 of Campbell Creek Acres, changed from a Conservancy District to Recreational/Residential District. Motion to enact Ord. #16 carried by roll call vote, 17 yes, 2 no, and 1 excused. Voting no, Renner and Townsend. Excused, Ward.

Denials:

Den. #01: Motioned by James/Licitar to enact Den. #01 to rezone a parcel of land in Town of Adams, owned by Robert Marx, located in the SW ¼, SW ¼, Sec.27, Township 17 North, Range 6 East, from A-1 Exclusive Agricultural District to A-3 Secondary Agricultural District. Motion to enact Den. #01 carried by roll call vote, 14 yes, 4 no, 1 abstain, 1 excused. Voting no, England, Gatterman, Klingforth and West. Abstaining, Miller. Excused, Ward

Petition: None

Motioned by West/Allen to approve claims as submitted. Motion to approve claims carried by unanimous voice vote. Excused Ward

Motioned by West/Gattermen to approve per diem and mileage as submitted. Motion to approve per diem and mileage carried by unanimous voice vote. Excused Ward.

Motioned by Johnson/Djumadi to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote. Excused Ward.

Set next meeting date for October 18, 2011, 6:00 p.m. Motioned by West/Allen to adjourn at 8:15 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Adams County Clerk

These minutes have not yet been approved.

**Minutes of Executive Committee Meeting
Wednesday, September 13, 2011 – 9:00 a.m.
Conference Room A-260**

The meeting was called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Larry Babcock, and Beverly Ward. Terry James substituted for Joe Stuchlak, who was excused. Dave Renner joined the meeting at 9:30 a.m.

Others present: Diane England, Jerry Kotlowski, Cindy Phillippi, Chuck Price, Diane Osborn, Sarah Grosshuesch, Tyler Grosshuesch, Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; AGF representative.

Motion by Ward, seconded by Babcock, to approve the Amended Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Ward, to approve the Executive Committee Minutes of August 10, 2011; August 10, 2011 Joint Executive Committee and Public Safety & Judiciary Committee meeting; August 10, 2011 Joint Executive Committee and Administrative & Finance Committee meeting; and August 16, 2011 Executive Committee meeting. Motion carried by unanimous vote.

There was no public participation. There was new correspondence from Local 139 (Solid Waste) regarding 2012 union negotiations.

The AFG representative gave a presentation to explain changes in employee health care.

Discussion was held regarding approval of job description for Practical Cents Store Manager and changing contract position to in-house position, Per Chap. 2, Sec. 3.02 and 3.03 of P&GAP.

Motion by Ward, seconded by Babcock to approve the creation of position of Practical Cents Store Manager. Motion carried by unanimous vote.

Discussion was held regarding Resolution Designating Mark D. Thibodeau as Attorney to Perform Duties of Adams County Corporation Counsel on an as needed basis. **Motion by Ward, seconded by James, to approve the Resolution and forward to the County Board. Motion carried by unanimous vote.**

Discussion was held regarding a Partnership Agreement between Adams County Geographic Information Systems (GIS) and Adams County Community Children's Concerns Committee (4Cs) for the Promise Neighborhood Initiative. **Motion by Ward, seconded by Renner, to approve the Partnership Agreement. Motion carried by unanimous vote.**

Motion by Ward, seconded by Renner, to convene in closed session for purpose of discussing strategy for upcoming Union Negotiations. Motion carried by unanimous vote.

The Committee then reconvened in open session.

These minutes have not yet been approved by the Executive Committee.

Trena Larson presented the Administrative Coordinator/Director of Finance monthly report.
Jack Albert presented the Corporation Counsel monthly report.
Marcia Kaye presented the Personnel Department monthly report.

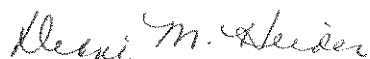
Motion by Babcock, seconded by Renner, to approve vouchers. Motion carried by unanimous vote.

The next regular meeting date is set for October 11, 2011 at 9:00 a.m.

Action items for next meeting: Discuss and/or act on Employee Health Insurance plan for 2012.

Motion by Ward, seconded by Renner, to adjourn the meeting at 11:50 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

ADAMS COUNTY HEALTH & HUMAN SERVICES AND VETERANS SERVICE BOARD
MEETING MINUTES

RCH Room, August 26, 2011, 9:00 a.m.

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairperson Townsend at 9:00 a.m.

Roll Call of Board Members: Pat Townsend, Diane England, Karl Klingforth, Dr. Hatton, Maureen Bruce, Heidi Roekle. Excused: Teresa Harvey-Beversdorf, Jack Allen, Fran Dehmlow

Health & Human Services Staff: Charles Price, Carol Johnson, Wendy Pierce, Dana Henriksen & Sarah Grosshuesch

Veterans Service Staff: none

Motion by Klingforth/England to approve Agenda and Compliance with Open Meetings Law. Motion carried by unanimous voice vote (UVV).

Motion by England/Hatton to approve both the July 22, 2011 & August 16, 2011 minutes. Motion carried by UVV.

New Business – none

Public comment - none

Correspondence – none

Veterans Service

VSO's Vouchers and Financial Report and calendar were distributed in the board packets. Motion by Klingforth/Hatton to approve VSO's Vouchers and Financial Report. Motion carried by UVV.

Health & Human Services

Financial Report – Financial Report was provided in the board packets. Motion by England/Hatton to approve July Vouchers and Financial Report. Motion carried by UVV.

Thrift Store financial report was provided. Year to Date Gross plus sales as of August 24, 2011 was \$169,490.80.

Conference & Workshop Attendance: Charles Price provided information on conferences and workshops various staff will be attending.

Unit Reports:

Youth Services: Charles Price reported for the Youth Services unit.

Clinical Services: Charles Price reported for the Clinical Services unit.

Aging: Carol Johnson reported for the Aging unit.

Long Term Support Services: Charles Price reported for the LTS unit.

Health Officer: Sarah Grosshuesch reported for the Public Health unit.

Economic Support Services: Dana Henriksen reported for the ESS unit.

Roof/Remodel Updates – Charles Price provided information on the Roof/Remodel project.

Amended – Thrift Store – Discussion and/or action on information gathered in the job classification process for the Thrift Store (Practical Cents) manager position. Motion by Klingforth/Hatton to accept job description/classification and to forward on to Executive Committee. Motion carried by UVV.

Discussion of the Memorandum of Agreement for the Promise Neighborhood Grant.

Economic Support – Discussion of joining the Southern Region Income Maintenance Consortium (Dane, Dodge, Columbia, Juneau, Richland and Sauk).

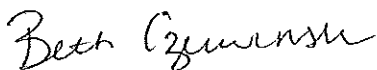
Amended – Public Health Resolution - Discuss and/or approve out of state travel request for Health Officer, Sarah Grosshuesch. To attend the American Public Health Association National Conference and Annual Meeting in Washington D.C. October 31, 2011 – November 2, 2011. Motion by England/Hatton to approve out of state travel request for Health Officer, Sarah Grosshuesch. Motion carried by UVV.

Director's Report – Charles Price gave the Board an update of what he has been working on in various areas of Health & Human Services, meetings and conferences he has attended as well as upcoming meetings that he plans to attend.

Next Regular Meeting Date – September 9, 2011 9:00 a.m.

Adjournment: Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 10:18 a.m.

Minutes respectfully submitted by Beth Czerwinski
THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE



ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, SEPTEMBER 8, 2011 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan
Michael Keckeisen

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Peter Hansen
and Chris Murphy

MEMBERS ABSENT: Florence Johnson ~ Excused
Patrick Gatterman ~ Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, September 8, 2011.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, MORGAN AND KECKEISEN. **MEMBERS ABSENT:** JOHNSON ~ EXCUSED AND GATTERMAN ~ EXCUSED.

APPROVAL OF AGENDA: *Motion by Morgan to approve the Agenda as presented, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (AUGUST 11, 2011): *Motion by Keckeisen to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for AUGUST 11, 2011 Regular Monthly Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: Public Participation was requested for the following Agenda item:

- TIGER Grant
- Adams County Land & Water Conservation Dept / 659 County Road "A"

MOTION BY MORGAN TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #8, SECOND BY KECKEISEN. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

COUNTY ROAD "B" & STATE ROAD 23 RUMBLE STRIPS: Highway Commissioner informed the Committee that after the paving was completed on County Road "B", he gave directions to get the rumble strips re-installed and both ends were marked and installed, however previously there were not rumble strips at the intersection of STH 23. *Motion by Keckeisen to postpone the County Road "B" & State Road 23 rumble strips until the October 2011 meeting and to compile information from the State D.O.T. and to confer with the County Corporation Counsel reference liability, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
SEPTEMBER 8, 2011 ~ 9:00 A.M.**

***MOTION BY KECKEISEN TO RETURN TO THE ORIGINAL AGENDA,
SECOND BY MORGAN. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

TIGER GRANT: Peter Hansen representing AECOM was present and informed the Highway Committee and Commissioner of the status on the application for the Tiger Grant. (Attached is the document that was presented to the Committee from AECOM: Adams County TIGER Grant Application – Scope of Work and Schedule)

ADAMS COUNTY LAND & WATER CONSERVATION DEPT / 659 COUNTY ROAD "A": Chris Murphy representing the Adams County Land & Water Conservation Department was present to provide information regarding the water concerns reference the property at 659 County Road "A". *Motion by Keckeisen to shoot grades across the property frontage at 659 County Road "A" to verify that the water will continue east into the wooded area, offer landowner a culvert in the west driveway and eliminate the other two driveways, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Keckeisen to approve the Nominal Payment Parcel Report as prepared by Timber-Selissen Land Specialist for parcels: 132 to 132F on the County Road "Z" (18th Lane to Wood County Line) Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & APPROVE COUNTY ROAD "Z" (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Keckeisen to approve the Condemnations documents as prepared by Timber-Selissen Land Specialist for parcels: 79 and 187 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

FRONTIER INVOICES: *Motion by Keckeisen to deny payment to Frontier until work is completed as stated in letter dated April 6, 2009 from Timbers-Selissen Land Specialist addressed to Steve Ackerson of Verizon, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* (Attached is a copy of the letter)

REVIEW & ACT ON VACANT HIGHWAY POSITION: *Motion by Keckeisen to advertise to fill the vacant highway mechanic position, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

UPDATE ON STATE BUDGET BILL: NO UPDATES TO REPORT

2012 HIGHWAY BUDGET: Highway Chairperson Babcock updated the Highway Committee on the budget cuts in the administration accounts that were made at the Administrative & Finance Committee Meeting.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Mowing coming to the end on STH Roads, will begin fall mowing on CTH Roads
- Completed seal coating with City of Wisconsin Rapids

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
SEPTEMBER 8, 2011 ~ 9:00 A.M.**

- Painting for State and other counties, both trucks running
- CTH "O" construction in progress, paving scheduled for week of 9/12/11
- Attended meeting in Madison with Legislators reference the Scenic Byways
- Marquette County is using our trucks for paving in their county

FINANCIAL REPORT: *Motion by Morgan to approve the August 2011 Financial Report as audited, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. The Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department was not available, as this meeting was being held prior to the reports being generated, the report that the Committee will be reviewing this month is generated from the Highway CHEMS Program. *Motion by Morgan to approve the Monthly Check Summary report as presented, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- County Road "B" & State Road 23 Rumble Strips
- Adams County Land & Water Conservation Dept / 659 County Road "A"

SET NEXT MEETING DATE AND ADJOURN: *Motion by Keckeisen, second by Morgan, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, October 13, 2011 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:30 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**Adams County Humane Society
Board of Directors - Meeting Minutes
Community Center in Adams County
September 12, 2011
License # 266944-DS**

Call to Order

Carol Berry called the monthly meeting of the ACHS board of directors to order at 5:02pm.

Attendance

Carol Berry, Mary Anne Keul, Al Schmidt, Brenda Merkle, Lynn Moen, Christina Ackerman
Joyce Koehler and (possible new member guest) Fran O'Brien.

Approval of Minutes

The minutes of 8/8/2011 were approved by motion from Mary Anne and seconded by Lynn.

Treasurers Report

- *Al presented the monthly financial report, explained expenses and answered questions.
- The treasurers report was approved and accepted by motion by Lynn and seconded by Joyce.
- *Al will put in an order for t-shirts and sweat shirts.

Building Maintenance

- *Electrical work in dog room still incomplete, still working on it.
- *Will have some workers this next week to clean up brush pile and have it hauled away.
- *The cut up logs were picked up.

Fresh Ideas Committee update

- *The garage sale went well, thanks to all the volunteers and donations.
- *The Rome car show was a great success.
- *September 24, is a brat fry.
- *October 15 is the Italian Dinner and silent auction.
- *Donation cans were discussed. Where they are located and who picks them up will be discussed at the next Fresh Ideas Committee meeting. It has been decided to have a letter drafted to present in order to pick up cans.

Managers report

- *The ACHS now has a work experience person at the shelter, she is doing real well.
- *Tree damage from the storm took down trees and destroyed some outside kennels.
The kennels have been moved and repaired.
- *On October 6th and 7th there is a seminar for Customer Service & Management Strategies Conference. Brenda made a motion to send Christrina to the 2 day, stay over, seminar if she is not needed at the shelter. All were in favor of sending her.

Old Business

- *Brenda will work on getting the new brochures printed.
- *There is a revised Mission statement on the new brochures. Motion was made by Lynn to accept the revised mission statement to be used in the new brochures and all other purposes
The motion was seconded by Brenda.
- *Motion was made by Al to accept all changes made for the new brochure. Motion was seconded by Mary Anne.
- *A copy of the 2012 proposed budget was passed out for everyone to look over for the next meeting, at which time it will be discussed.

New Business

- *The Board of Directors will set up policies to be followed for all fundraisers. All fundraisers must be run through the Board before they are set up. Motion was made by Mary Anne to pass this partial policy and seconded by Lynn.
- *A date was set for the Annual Adams County Humane Society meeting, which will be October 17th at 5:30pm at the Adams Town Hall. An ad will be in the local newspaper 2 weeks prior

to the meeting.

*Fee schedule was discussed. A copy of the schedule will be printed up and all will get a copy before the next meeting to keep in our files.

*It was decided that Mary Anne get two dates for Brat fries for the year 2012.

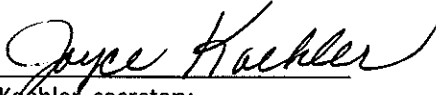
*Al Schmidt made a motion to convene in closed session 19.85(1)e at 7:59pm and was seconded by Lynn Moen. Al Schmidt made a motion to go back into open session 19.85(2) at 8:20pm and was seconded by Lynn Moen.

Adjourn

Carol Berry called the meeting to end at 8:27pm.

Next BOD meeting held at the community center will be October 10th, 2011 at 5pm.

Minutes respectfully submitted by:


Joyce Koehler, secretary

LAND & WATER CONSERVATION COMMITTEE MEETING

October 10, 2011

Regular Meeting

Present: Stuchlak, Morgan, James, Licitar. Absent and excused: Bork, England.

Call to Order: Chair Stuchlak called the meeting to order at 9:02 AM in Adams County Courthouse Conference Room, A231.

Was the meeting properly announced? Yes.

Agenda: Motion, by Morgan/Licitar, to approve the agenda. Motion carried unanimously.

Previous Minutes: Motion by Licitar/Morgan to approve the minutes for September 12, 2011, (regular) meeting, and September 20, 2011, (resolution) meeting. Motion passed unanimously, with needed correction to Chair Stuchlak's name in L&WCD section. (Correction so made in electronic record and paper copy records.)

Public Participation: Chair Stuchlak stated that he would take public participation as the meeting went along.

Wildlife Abatement Claims Report: None.

WDNR Report: None.

NRCS Report: None.

LWCD Report: There were no questions or discussion.

Comments from Mr. Paul Armson regarding Big Spring Project: Mr. Armson addressed the committee and expressed concerns and impacts surrounding the removal of the Big Spring Dam and Pond in the Town of New Haven, as well as certain problems and unknown costs associated with considering restoring it. He also solicited committee action/ involvement on two unresolved matters: 1.) continuing sediment erosion and its flow/deposit into Mason Lake; and, 2.) uncompensated denial of landowners' riparian rights. Members asked Mr. Armson a number of questions which Mr. Armson answered, and the committee agreed to give further attention to his remarks.

Cost-sharing Contracts: Staff member Sibilsky presented three current project cost-sharing bills: the Friedel project, the Kuel project, and the Ginter Tree Farm project. Motion to approve, Terry/Licitar, carried unanimously. Discussion continued on three still-in-bidding-process projects presented by Technician Bremer on Roche-a-Cri Lake; chair is permitted/able to give initial go-ahead to proceed with submitted low bidders after the bids are received, with full committee to approve at next meeting. Murphy and Sibilsky introduced, presented/explained a project-ranking form for the purpose of handling and determining priorities in future fiscal years' projects. Questions and discussion followed, with consensus of committee to approve of the project-ranking plan.

Travel and Training Requests: None.

Department Position Change – Conservation Engineering Technician: James asked three affected persons (P&Z department head, L&WC department head, and engineering technician position-holder) for their views on the matter. All three affirmed contentment with the change. Motion to approve, Terry/Morgan, carried unanimously. Audience member gave input praising needed help that would be happening as a result at Roche-a-Cri Lake. Questions/discussion on intricacies and actual procedural details revealed additional time necessary to make ready for County Board/Executive Committee approval, which will then provide a better idea of how/when to proceed.

Transfer of Stormwater Runoff Ordinance from LWC to P&Z: No action taken, for now, except to leave it on the back burner (i.e.: continuing attention), to continue considering various pros and cons of transferring/keeping as is, until such time in the future that a more-informed decision will be able to be made. Motion to table, Terry/Licitar, carried unanimously.

Motion to Recess: At 10:13 AM, motion to take short recess, Terry/Morgan, carried unanimously.

Re-convene the Meeting: At 10:22 AM, Chair Stuchlak called the meeting back to order.

Discussion regarding Tri-Lakes Water Levels: Discussion/questions covered a number of issues, policies, problems and priorities surrounding achieving the most-beneficial regulation of the Tri-Lakes water levels. Costs, competing desires/interests, weather, large and diverse service populations all appear as factors to be reconciled in keeping or revising the appropriate lake levels and in meeting the widest array of needs. Murphy suggested committee members, lake associations, property owners, and all parties with (an) interest(s) to come together and help guide the L&WCD in how to proceed. Consensus emerged that education/information/survey campaigns be implemented to begin to help prepare the public and landowners for the impact of the Adams County Shoreland Protection Ordinance scheduled to take effect in 2015.

Central Wisconsin Windshed Partners Report: None. Next meeting: December 19, 2011.

North Central Land and Water Conservation Association Report: 2011 Annual Meeting at Chula Vista Resort, December 8 & 9, 2011, in Wisconsin Dells.

Golden Sands Resource, Conservation and Development Report: None.

USDA Farm Services Agency report: None

Review Communications: Two items were reviewed: 1.) A letter from three landowners in the Big Springs Restoration Project, Town of New Haven; and, 2.) A letter from

DATCP indicating that forthcoming allocations for 2012 will not be completed by the end of December, 2011.

Review September, 2011, Financial report: After committee review, Morgan asked Murphy if there were any areas that might need to be pointed out for the committee. Murphy stated that there are two expense areas that are at this time subject to increasing negative accumulations: 1.) gas and vehicles account; and 2.) maintenance of vehicles account.

Items for November, 2011, L&WCC Meeting: None.

Next Meeting Date: November 14, 2011, 9AM.

Motion to Adjourn: Made at 11:20 AM, James/Morgan; carried unanimously.

A handwritten signature in cursive script, reading "Ron Pufall", is written over a horizontal line.

Minutes recorded by Ron Pufall, L&WCD Clerk//Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: September 7, 2011
8:00 A.M. SITE VISIT AND ROOM A260

Chairman Joe Stuchlak called the site visit of the Adams County Planning & Zoning Committee to order at 8:24 A.M. on Wednesday September 7, 2011 at the Fabian & Christine Strong property located at 1059 Ember Drive, Town of Easton, Adams County, Wisconsin, with the following members present. Glenn Licitar, Vice-Chair; Randy Theisen, Barb Morgan, Terry James, Diane England and Karl Klingforth. Others present were: Greg Rhinehart, County Surveyor; Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Barb Morgan made a motion to approve the agenda as noticed. Terry James seconded the motion. All in favor. Motion carried. The purpose of the site visit was to view the property located in a Conservancy District to determine feasibility of rezoning to a Recreational/Residential District. Discussion was held. Terry James made a motion to recess to the Courthouse to resume the meeting. Randy Theisen seconded the motion. All in favor. Motion carried.

RECESS: 8:40 A.M.
RECONVENE: 9:04 A.M.

Chairman Joe Stuchlak called the Adams County Planning & Zoning Meeting to order at 9:04 A.M. Roll call.

Public Hearings: Joseph & Carol Anne Bobrick – Rezoning request of a 1.5 acre parcel from an R-3 Mobile Home Residential District to an R-1 Single Family Residential District of the Adams County Comprehensive Zoning Ordinance to allow greater maximum ground coverage on property located in the SE ¼, NW ¼, Section 16, Township 17 North, Range 6 East, Tract 50 of Edge of Town Acres at 1061 S. Dixie Court, Town of Adams, Adams County, Wisconsin. Karl Klingforth made a motion to approve the request and forward that recommendation to the County Board for final approval. Randy Theisen seconded the motion. Roll Call Vote: 7 – Yes. Motion carried. Robert M. Marx – Rezoning request of a 40 acre parcel from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to split the property located in the SW 14/, SW ¼, Section 27, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. Terry James made a motion to deny the rezoning request and forward that recommendation to the County Board for final approval. Randy Theisen seconded the motion. The reason for denial is that the rezoning would not be consistent with the Comprehensive Plan. Roll Call Vote: 4 Yes. 3 – No. (Klingforth, England, Licitar) Motion to deny carried. Fabian E. & Christine A. Strong – Rezoning request of a portion of two parcels (3 acres) from a Conservancy District to a Recreational-Residential District of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow the construction of a dwelling on property located in the SE ¼, NW ¼, Section 28, Township 16 North, Range 6 East, Lots 15-17 of Campbell Creek Acres Subdivision at 1059 Ember Drive, Town of Easton, Adams County, Wisconsin.

Terry James made a motion to recess to complete the Findings Checklist. Diane England seconded the motion. All in favor. Motion carried.

RECESS: 10:03 A.M.
RECONVENE: 10:13 A.M.

Upon completion and review of the Committee Findings Checklist and based on a total score of 368 with an average score of 52.57, (A score of 48 or higher is required for a recommendation of approval.) Terry James made a motion to approve the request and forward that recommendation to the County Board for final approval. Barb Morgan seconded the motion. Roll Call Vote: 7 Yes. Motion carried. Chairman Stuchlak closed the public hearing portion of the meeting and noted that public participation would be taken as needed.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
September 7, 2011
PAGE #2

Phil McLaughlin presented the minutes from the August 3 and August 19, 2011 meeting to the Planning & Zoning Committee for review. Karl Klingforth made a motion to approve the minutes as presented. Diane England seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of August to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Diane England seconded the motion. All in favor. Motion carried.

Terry James made a motion to deviate to item #11 of the agenda, impervious surfaces. Phil McLaughlin presented the Committee with a copy of a letter that he has formulated to be given to anyone applying for a permit within 300' of the Ordinary High Water Mark, with regard to impervious surfaces. Phil McLaughlin informed the Committee that deck boards with ¼ inch spacing would be considered pervious. Discussion was held regarding Land and Water Department providing technical assistance to applicants requiring recorded mitigation plans and plot plans being signed by the property owner. Terry James made a motion to approve the Planning & Zoning procedure for impervious surfaces as presented. Barb Morgan seconded the motion, but would add that the signature of the property owner must be on the plot plan. All in favor. Motion carried.

Register of Deeds and Land Information: Jodi Helgeson informed the Committee that everything is status quo. Discussion was held regarding filing of death certificates.

Phil McLaughlin informed the Committee that he had sent an informational sheet to towns on Planning & Zoning inspection services. He has also made arrangements for Inspector Dan Hansen to receive a laptop from the GIS Department for use in the field, along with a portable printer for code sections, maps and such. Office calls are currently transferred to his cell phone when the question cannot be answered in the office. In telephone conversation with Jim Bays, Town of Adams Chair, it was suggested that Mr. McLaughlin attend a meeting scheduled for September 27 at the New Chester town hall to discuss maintaining providing building inspection services. Chairman Joe Stuchlak stated that he was at the meeting in Springville. Representatives from two other companies were very good salesmen. Seemed very polished and technologically advanced. Mr. McLaughlin informed the Committee that the Department had received notification from the Town of Leola that they have contracted with an outside company for building inspection services. Terry James offered that any of the Committee members should attend meetings at the Town level with Mr. McLaughlin if he so chooses.

Department updates: None.

Phil McLaughlin presented the Financial Report for the month of July to the Committee for review. Ms. Allen informed the Committee that she left the Comp Time Report on her desk, but that Dan Hansen has 42 hours and she has 62. Terry James made a motion to approve the Financial Report and verbal Comp Time Report as presented. Diane England seconded the motion. All in favor. Motion carried.

Correspondence: None.

Karl Klingforth informed the Committee that today was his last day on the Planning & Zoning Committee.

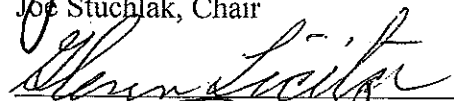
Next meeting date: October 5, 2011 @ 9:00 A.M.

Karl Klingforth made a motion to adjourn. Diane England seconded the motion. All in favor. Motion carried.

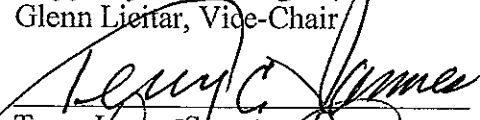
Adjourned: 10:58 A.M.



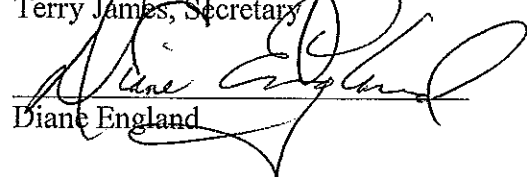
Joe Stuchlak, Chair



Glenn Lieitar, Vice-Chair



Terry James, Secretary



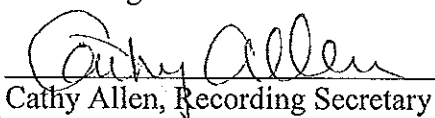
Diane England



Randy Theisen

Barb Morgan

Karl Klingforth



Cathy Allen, Recording Secretary

Property Committee Meeting Minutes

September 6, 2011, 8:30 a.m.

Room A160

The meeting was called to order by Chairman Renner at 8:30 a.m. The meeting was properly announced. Present: Renner, Allen, Djumadi, Miller, and Kotlowski. Also present: Hamman, Bays and Phillippi.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to approve minutes from August 29, 2011. Motion carried by unanimous voice vote.

There were no sealed bids for tax foreclosure property to open. Open bids for tax foreclosure property should continue on the agenda as there are properties left for sale.

A letter was received regarding the property on North Street. Lisa Fuller enclosed a check for \$750.00 to purchase the furniture inside the house. She is also including a \$100.00 donation to go to Practical Cents. The property is also known as: 201-40 Doc # 394996.

Mike Scott present at 8:40 a.m.

Motioned by Allen/Kotlowski to sell the furniture in the house for \$750.00 and accept the \$100.00 donation. Motion carried by unanimous voice vote.

Mary Ann will deposit the \$750 into 100 12 48300.

Dawn McGhee and Chuck Price present at 8:43 a.m.

Hutchinson property was discussed. Mary Ann would like to advertize next year with lower bids or in the spring with the other properties. The committee agreed with this suggestion.

There will be an airport and storage building tour on September 13, 2011 at 11:00 a.m. Allen will meet committee at the airport.

Mike Scott reported on airport capital improvement. Runway was installed in the late 80's with an experimental surface, the asphalt is shrinking and there are large cracks. The estimate cost of complete reconstruction of all asphalt surfaces approximately \$700,000, 2½ % is the counties share and the sponsor picks up the rest.

The credit card system installed at the airport has a 24/7 trouble shooting contract. The cost of the system is 80/20 the state pays 80% the county 20%.

The committee wanted to know who determines the cost for hangers. Scott indicated it depends on the size of ground. The cost can run approximately \$150.00 to \$240.00 per year. There is personal property tax on these building, they each pay their own electric, and for their electric hook ups.

Motioned by Miller/Allen to send airport 2012 budget to finance as presented. Motion carried by unanimous voice vote.

Discussion on safety issues related to the Sheriff's Department and the DA's office took place. A faxed proposal of \$3419.00 for bullet resistant glass for the Sheriff's department was discussed.

Mary Ann Bays and Eric Pollex present to discuss tax foreclosure property. The committee deviated to #8 on the agenda. Alderman property was sold by the county. County was to demolish this property; Eric Pollex has bids from Fenner and Accurate. The City will be meeting on September 7th and will discuss the "raze procedure". Eric Pollex would suggest that this be tabled to review the property, the bids and determine who will be on the hook for paying the raze bill. Mary Ann explained the assessment and tax bill. She indicated the county would end up paying for the cost of razing the property as it was the counties property initially. Eric Pollex will forward bids to Mary Ann.

Les Beckman and Sandy Green explained the bullet resistant glass proposal. A 44 magnum will not penetrate the glass, but a shot gun would. Beckman indicated there had been threats at the front window last year. Sam Wollin was also present. Allen requested that an estimate from Portage Glass Company be received.

Motioned by Allen/Djumadi that money for bullet proof glass will not to be included in the 2012 budget. Motion carried by unanimous voice vote.

Beckman asked if there would happen to be grant dollars available for bullet proof glass if the committee would reconsider the purchase. The committee did not make any commitment.

Discussion on Health & Human Service/Community Center took place. The committee discussed the lateral bracing and rotted boards and other related materials needed to repair the roof. The committee would like an accounting on the time and materials from Paul Gordon. There is a construction meeting scheduled for September 14. The committee would like to attend the meeting. A meeting will be posted for September 14 at 9:00 in A231. Djumadi /Miller both would like to be excused from the meeting on the 14th.

Trena Lawson present at 10:12 a.m.

Phillippi provide the committee with a skyward print out on the project.

Dawn McGhee present. She indicated the plans did not include data stuff. Dawn said there is no air conditioning, only a slotted vent. This room should have a separate unit. The estimated cost is around \$8,600.00. Dawn said this would not hurt her, it is not a personnel issue but it will affect the county, this should have been in the plan. The county will be the one to suffer if we choose to ignore this. Data drops are not included either.

The committee would like to know the total amount of the change order for the Richard Holt Room. They'd also like to know the cost to upgrade the data closet.

Motioned by Allen/Djumadi to deviate to number 16 to discuss Hwy 21 boat launch. Motion carried by unanimous voice vote. Jack informed the committee that the Hwy 21 boat launch has been deeded into the counties name. That was all there was to report.

\$930.00 account 420.73.57145.920. Insurance reimbursement and grant money needs a journal entry completed.

Job super from Altmann took pictures no lateral bracing from initial project.

Motioned by Allen/Miller to approve change to number 9 in the amount of \$9,867.23 and time materials ticket for Altman to do decayed items discovered in existing structure. Motion carried by unanimous voice vote.

Hamman reported on the parking lot. The tree and stump have been removed, the gravel was filled in and the gravel has been compacted. He suggests holding off on the black top until next year.

Just a brief update was given regarding the storm on Friday September 2, 2011. The roof at Health & Human services was leaking as the roof was torn off tarps were put in place to stop the leak. Pictures of roof and rain issues were filed with insurance company just in case. They will be recoating the commercial building at the fairgrounds this fall.

Preventative maintenance – The question was asked about the lots, time and material if this was something the Highway Department could work on.

We don't use seal coating, we fill cracks every other year as needed.

Agenda items, snow removal.

Discussion held on bids for snowplowing. In October the committee will discuss snow plowing options. Tracy would like to check into having the snow piles pushed into the South lot at Community Center to reduce the cost of hauling.

Motioned by Miller/Djumadi to forward this main budget to finance as present. Motion carried by unanimous voice vote.

Set next regular meeting on October 11, 2011 at 9:00 a.m.

Miller requested to be excused.

Motioned by Allen/Kotlowski to adjourn at 11:58 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi

Recording Secretary

These minutes have not been approved.

Property Committee Meeting Minutes

September 14, 2011, 9:00 a.m.

Room A160

The meeting was called to order by Chairman Renner at 9:00 a.m. The meeting was properly announced. Present: Renner, Allen, Djumadi, Kotlowski. Excused, Miller. Also present: Sebastiani, Gordon, Price, Scott Thurber, Grosshuesch, Gadow, Hamman, Phillippi and McGhee.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Work progressing on ADRC room offices 212, 213, 214, additional work with change order #3. Ceiling grills (HVAC 214) foam adhered to top of dry wall, sprayed foam. There is no date on the lighting. They have also been working on rooms 138, 139, 140, 141, public records room, the 2nd coat of drywall mud was applied, electric has been roughed in, but it will be a week or so to finish up.

The shingles were not all of the same lot numbers, shingles on the building are different colors. The committee was trying to decide what direction to move towards. Allen reported when standing North looking South the shingles are different, it was determined that three different lot numbers were delivered. Altmann contacted Menards and told them there were issues with the shingles, however; Altmann does not think Menards is going to do anything about it. The committee would like compensation either in the form of a refund or replacement of the singles at no cost.

Work on the two vestibules has occurred. They will begin to work on the sidewalks today.

McGhee had forwarded Gordon information on the computer room. Discussion regarding the required heat dissipation took place along with operating temperatures and relative humidity. McGhee said that heat load and hot spots are a concern. Gordon sent the mechanical engineer information last night. Gordon explained what was scheduled in the plan was an existing equal access system with exhaust is adequate for the existing server. A grill went with exhaust system and is currently in the plan.

Otherwise the system would have to be a split system just dedicated to that room. Gordon indicated it would cost a few thousand dollars.

The committee wanted an accounting on the amount of change orders and where they were with finances. Gordon indicated there were a total of 9 changes, one was the damage from vehicle incident, another related to grant dollars. Grant money and insurance money equal \$11,984.94. There were a couple of upgrades, 5 formal change orders, on being the roof curbs and insulation, then there was the lateral bracing issue.

The committee expressed their concerns of a project overrun. Djumadi believes the key to the project is the roofs.

The roof curbs were an option not a requirement. There was discussion related to items not being included in the initial specs. Who should be paying the over run. Gordon referenced a betterment clause, should be paying for it if you are getting it.

There were additional concerns regarding the services provided by Ayres. Phillippi referenced the contract signed by Petkovsek. Indicating there was specific language within it identifying the six site visits at appropriate times during the construction and the final site visit. Gordon is not a project manager and Petkovsek did not sign a contract for one.

Opened the roof and insulated. More discussion took place regarding key card system, computer data closet and wiring. McGhee questioned the key card system and reasoning of two different vendors.

Gadow, Electrical Contractor, explained that conduit was installed but there was no wiring in the plans. It would be assumed that the MIS would drop the wires or the owner would take care of this. There needs to be training when it is installed to run it off the PC, tech support was questioned, as well as maintenance. Is there a list of items to look at?

Larson present at 9:35 a.m.

McGhee referred to a quote from Five Start Telecom in the amount of \$5,775.17 non of which is included in the project, this would be the cost for dropping data lines, training and a warranty.

Price, referenced the initial space needs study which showed a cost of \$1,000,000.

Allen wants everything listed by the next meeting from Gordon on paper.

Gordon indicated he will write a narrative on the project progress. He will do a site visit (walk through) at no cost he will write a summarization of the work before next meeting and will also attend the meeting.

Gordon had a change order for \$2745.51, however; it was not finalized. This work order was for casework, door changes, a landing pad. Gordon will complete and submit at a later date.

Property meeting will be changed from October 11, to October 14 at 8:30 a.m.

It was determined that a second meeting needed to take place to discuss change order requests, insurance dollars, grant money and where the project is financially.

Motioned by Allen/Kotlowski to adjourn at 11:30 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved.

Property Committee Minutes

September 15, 2011, 2:00 p.m.

The meeting was called to order by Chairman, Renner at 2:00 p.m. Present were Renner, Kotlowski, Allen, and Djumadi. Excused: Miller. Also present: Phillippi, Grosshuesch and Casebeer. The meeting was properly announced.

Motioned by Allen/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Altmann change order request: #2 and #3 = Ayres change order #4
#7 = Ayres change order #2
#9 and #10 = Ayres change order #5
#1 = Ayres change order #1
#4 = Ayres #3
#6 was voided
#5 was rejected

The repair incident related to the vehicle damage consisted of Altmann #1 and #7 which equaled Ayres #1 to be recovered by insurance and the deductible to be covered by the Health and Human Services Budget and Ayres #2 to be recovered by Sarah's Grosshuesch, grant money.

Motioned by Djumadi/Allen to approve Ayres #1 and #2 with the carpet changed to vinyl, the increase in cost associated will be covered by grant dollars.

Motioned by Djumadi/Kotlowski to approve Altmann #4 which equals Ayres #3 for \$2,742.51. Motion carried by unanimous voice vote.

Motioned by Djumadi/Allen to approve Altmann #2 and #3 which equals Ayres #4 in the amount of \$21,724.72. Motion carried by unanimous voice vote.

The committee will hold on the change order for the landing pad and casing until there are some final figures related to the project costs.

Paul Gordon does not have the paperwork completed on Altmann's change order request #9 and #10.

Altmann sent a letter to Menards regarding the different colored shingles. Altmann does not believe that Menards is going to do anything about this.

The committee believes there should be some cost reimbursement for the different colored shingles and labor costs.

There was discussion regarding the cost of the project overrun.

The committee will meet at 5:00 p.m. on September 20th, prior to County Board to discuss the project cost overruns and the course of action to take.

Motioned by Allen/Kotlowski to adjourn at 4:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi
Recording Secretary

These minutes have not been approved.

Property Committee Meeting Minutes
09/20/11 5:00 p.m.

The meeting was called to order by Chairman Renner at 5:00 p.m.

The meeting was properly announced.

Present: Kotlowski, Renner, Allen and Djumadi. Excused, Miller. Also present: Price, Hamman, Grosshuesch, Sebastiani, Casebeer, and Phillippi.

Motioned by Kotlowski/Djumadi to approve the agenda. Motion carried by unanimous voice vote. Discuss and/or act on the change orders as it relates to the Health & Human Services' project and modifications if necessary to the project, financial statements, Ayres draws; dollar allocation.

Phillippi explained to the committee that in April there were changes made to the initial project.

The committee removed the:

- Holt renovation (\$69,600)
 - Unisex bathroom (\$14,400)
 - Alarm system (\$2,400)
 - 1/2 of sign project (\$2,750)
 - Heating/AC of (\$85,000) Total (\$174,150)
-

The committee added:

- Heating/AC of \$135,000
 - Duct cleaning approx \$8,000
 - Insulation removal/replacement \$35,000 Total \$178,000
-

The difference is (\$3,850)

All of these changes were included in the initial specs prior to advertising for bids.

The budgeted allocation was \$735,000

- Ayres cost (\$45,900)
-

Balance remaining \$689,100

Altmann Construction bid \$676,800

Leaving \$12,300

(\$3,850)

Ending contingency of \$8,450

There were two significant change orders:

- \$21,724.72 install roof curbs, foam insulation
- \$10,779.00 repair truss, fascia lateral bracing

Much discussion transpired related to cuts in the project. A storage/records room could leave existing vinyl in it rather than carpeting, to reduce some cost; however Casebeer indicated the carpet had already been purchased. The potential of not consolidating the exhaust duct system was discussed. Larson suggestion eliminating the installation – replacing (2) two of the (10) furnaces.

Price wondered if the committee would consider spending more than the \$735,000. He suggested he had funds he may be able to use.

Phillippi commented that the use of fund balance could cause an overage in his department budget if there were individuals institutionalized. The committee was not in favor of exceeding the allotted \$735,000.

Ellen Casebeer submitted the following cost cutting changes:

- 1) If all casework (cabinets/countertops) are eliminated from the project DEDUCT: (\$ 9,000.00)

NOTE: If this above change is approved, COR #4 would change to \$2,274.80, representing a further cost savings of DEDUCT: (\$ 467.71)

- 2) Void change order request #8 to change from carpet to Forbo eternal wood flooring in rooms 103/137 and 210 DEDUCT: (\$ 2,990.00)

- 3) If the County would like to use the Huber inmates to grade, seed and mulch the lawn areas that have been disturbed DEDUCT: (\$ 1,700.00)

- 4) If the card reader system would be stopped at this point, the credit would be DEDUCT: (\$10,500.00)

NOTE: The panel equipment and power supplies have been installed. This equipment was powered up, programmed and tested. It cannot be returned.

- 5) If the remaining painting is completed using Huber inmates, I would anticipate a possible credit of about \$5,000.00.

Motioned by Djumadi/Allen to accept cost cutting changes items 1 thru 4 in the amount of \$24,657.17 and to place the reception area on hold. Motion carried by unanimous voice vote.

Hamman informed the committee that the AC units had been evacuated and they belonged to the county. He asked if the committee wanted to keep them and recycle the copper and see what could be salvaged to recoup some dollars. The committee requested to hold on to them for now.

Grosshuesch informed the committee she had been in contact with the insurance company on the vehicle damage to the Holt area. The insurance company didn't like the cost associated. Requesting that prevailing wage be removed. The committee was not in agreement.

Motioned by Allen/Kotlowski to adjournment at 6:58 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted

Cindy Phillippi
Recording Secretary
These minutes have not been approved.

Public Safety & Judiciary Committee

Wednesday, August 10, 2011

9:15 a.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:15 am
2. Was the meeting properly announced? Yes.
3. Roll Call. All in attendance. Jake Roseberry, Dennis McFarlin, Sandra Green, Captain Les Beckman, Sheriff Sam Wollin, Deb Barnes, Dee Helmrick, Jane Gervais, Terry Warner, Janis Cada, Tonia Bonnett, Marilyn Rogers, Angela Heinz
4. Approve the Agenda. Motion by Ward/Miller, MC/UN
5. Approve minutes of prior meeting. Motion by Ward/Keckeisen, MC/UN
6. Public participation (*If requested by the Committee Chair*). As needed.
7. Correspondence. None.
8. Family Court Commissioner – Dennis McFarlin – Present.
 Review Check Summary. Reviewed.
 Discuss and approve FCC 2012 Budget. Changes were discussed with the committee. They suggested taking these possible changes to the Finance Committee in September. Motion to approve and forward the FCC budget to the Finance Committee, Ward/James, MC/UN.
9. Child Support – Deb Barnes – Present.
 Review Performance Measures for July 2011. Reviewed. Caseload was increasing quite rapidly, but has leveled out as the surge has slowed down a bit.
 Review Check Summary. Reviewed, no questions.
 Discuss and/or Act on hiring an LTE for Secretary/Receptionist Position. The Child Support office is still working the office with two on-call workers at this time and that has been helping out somewhat. Neither will be able to continue working because of other circumstances. Deb would like to go ahead and start the process of hiring an LTE with the approval of the committee. Deb checked with Marcia on starting salary and LTE starting salary is \$13.32 which is the starting wage for the secretary/receptionist position and follows a couple of other Departments in the County. Ward stated that she disagree with hiring an LTE at the position starting wage and that the wage should be set at \$10.00 an hour. Motion to hire an LTE for \$10.00 an hour, Ward/Keckeisen. Ms. Barnes handed the Resolution to the committee to review during discussion, MC/UN. Supervisor Ward indicated this Resolution was specific to Parks. More discussion took place as to whom and what it was indicated for within the County. Vote. One Ney/James, 4 Aye/Keckeisen/Ward/Sebastiani/Miller. Approved. MC.
 Discuss and/or Approve CSA 2012 Budget. Budget and changes were discussed. Ms. Barnes indicated her overall reduction is 3.8%. Motion to approve and forward CSA 2012 budget with corrections to Admin and Finance Committee, James/Keckeisen, MC/UN.
 Discuss Office Activities. Discussed.
10. Clerk of Circuit Court – Dee Helmrick – Present.
 Summary Report of Expense Vouchers submitted for payment. Reviewed.
 Approve conference/training. None.
 Discuss General Operations of Department. They are still working on scanning documents. They've opened up a lot of room in the store room. They picked up two pallets for shredding of documents last time they were here. The audit from the State has been completed and there are some recommendations coming down on some corrective action which may impact the budget.

Community Service Coordinator's Monthly report. Handed out and briefly discussed.

Discuss and/or act on Clerk of Circuit 2012 Budget. Questions and changes were discussed. Supervisor Ward will be meeting with Trena Larson, the Administrative Coordinator to discuss the Fund Balance/Carryover account for this Department. Motion to approve and forward the Clerk of Circuit Court budget to the Finance Committee with adjustments. Ward/James, MC/UN.

11. Register in Probate – Terry Reynolds – Present.

Monthly Expenditures Report. Reviewed.

Discuss/act on 2012 Budget for Register in Probate. Questions and changes were discussed. Motion to approve and forward the Register in Probate 2012 Budget with changes to Finance Committee, Keckeisen/Ward, MC/UN. Discuss/act on addition of a Revenue account. Discussed. Motion to approve addition of Revenue Account for Payment Plan, Ward/Keckeisen, MC/UN.

Motion for a five minute break. Sebastiani/Ward, 10:29 am. MC/UN.

Supervisor Sebastiani called meeting back to order at 10:33 am.

12. District Attorney – DA Bonnett and Janis Cada – Present.

Discuss/act on job description update for Legal Secretary position. Motion to approve the Job Description update Ward/Keckeisen, MC/UN.

Request to refill and act upon upcoming Legal Secretary vacancy. Motion to approve and fill the position of Legal Secretary, Ward/James, MC/UN.

Discuss and act on Resolution recognizing Rose Ciaroni for her years of Service to Adams County. Approved.

Update on estimate for security improvements. DA's office was wondering about the estimates which were submitted to Maintenance were received. No update as of yet.

Monthly expenditures report. No questions.

General Office Activities. Discussed.

Discuss and/or act on DA 2012 Budget. Questions and changes were discussed. Motion for approval of an intern to the DA's office which is included in the budget with no increase, Keckeisen/Ward, MC/UN. Motion to approve DA's 2012 budget and forward to the Finance Committee, Ward/James, MC/UN.

13. Emergency Management – Jane Gervais – Present.

Monthly Check Summary/Expenditures. Discussed.

Discuss and/or act on items needed for mobile command trailer. Recently, when the trailer was used by the Sheriff's Department it was discovered there were many items that are needed. Jane has included this line item amount in her 2012 budget. The list of expenses submitted by Jane was reviewed. The committee suggested obtaining actual costs for these items. Committee will leave amount in budget the way it is, Jane should get actual costs of these items and bring this back to Committee.

Discuss and/or act on 2012 budget. Questions and changes were discussed. Motion to approve and forward Emergency Mgmt. 2012 budget with changes to the Finance Committee and have the director check on an actual cost to upgrade the emergency trailer and also remove the \$106,000 Capital Improvement Request– 2014 replacement of the mobile command trailer, Keckeisen/James, MC/UN.

Discuss and/or act on training/conferences, if any. None.

Office Activities. They did have a Hazmat member drop out so they are down to four. She will continue recruiting. A long term recovery meeting on held on Monday. There were seven applicants.

Motion to move to amend the agenda and move to item #15. James/Miller, MC/UN.

14. Sheriff's Department - Sheriff Wollin -- Present.

Animal shelter/animal control officer report (reports in packet). The committee wants to see the Revenues regarding the Humane Society.

Department operations. Squad sales will go through State Surplus. They take care of everything and there is a minimal or no cost associated with them selling the vehicle(s) for us. They send us the final bid and we decide if want to accept the final bid and they send us a check. We'll be participating with Rome and the City of Adams for a drug drop program with the DEA again soon. This process has been working out well. The criminal investigation report regarding previous Jail Sgt. Dawn Bradshaw was finalized and provided to the District Attorney. The initial court date was on Monday and a report was seen on the Wausau News last night. Sunday night there was a "shots fired" incident that was called into the Sheriff's Department Dispatch. Witnesses report that gunshots were fired but no one was hurt. This is believed to be an isolated incident. A news release went out regarding this situation. Approve conference/training if any. Training request for out of State Training for Lt. Tully who is handling the Departments fleet now. It is a Police Fleet Expo in St. Louis. They will have everything in one spot for this event where he will get a good idea of what is needed and what we're going to be dealing with for next year since Crown Victoria's will not be in production. If we can't retro-fit current equipment we will have to purchase new items. Sheriff Wollin will create a Resolution for this and get it to the County Clerk's office today. The cost is \$349 for attending and lodging. Motion to forward to County Board, Keckeisen/Ward, MC/UN.

Update/discussion/action on researching cost for 3 Patrol Sergeants working within current budget. Tabled until next month. Place on next month's agenda.

Captain Beckman -- Present.

Review monthly expenditure report and check summary. Reviewed.

Discuss and/or act on Sheriff's Department 2012 budget. It was suggested by the committee to take the \$7,000 Capital Improvement project to the Property Committee. Sandra will make sure this gets on the next Property Committee agenda. Motion to move the Sheriff's Department budget forward with the changes, Keckeisen/Ward, MC/UN.

Discuss and/or act on addition to Department Schedule of Fees for "Fingerprinting". Captain Beckman is requesting a revision to our current fees which were put into effect in 2009. With the new CCW law coming in November, the Sheriff's Department is getting between 5-8 customers coming in with UTAH print cards because of the reciprocity between UTAH and 37 other states along with WI now on board. The Captain proposed adding a fee of \$10/card and \$5 additional cards to offset the administrative costs to the Department in Deputies time to take the fingerprints. Corporation Counsel agreed that the Department could charge for this service.

Fingerprinting for employment purposes would still be free to the public. Motion to approve revision of 2009 fees to include fingerprint charges at \$10/card and \$5 additional cards, James/Keckeisen, MC/UN.

2011 Jail Inspection Documentation. Captain Beckman told the Committee that the State Jail Inspection went well, with the Inspector only commenting on why the bulletin boards were not installed and some missing grout. The Committee was given a copy of the documentation the State demands for these inspections.

15. Medical Examiner, Angela Hinze -- Deputy Coroner, Marilyn Rogers -- Present.

Monthly Expenditures Report. Discussed.

Department operations. Jake Roseberry was present evaluate the Medical Examiner's budget procedure and process. He did have some questions regarding tissue harvest. Those fees show up in the morgue fees in the budget.

Discuss and/or act on 2012 Medical Examiner Budget. Questions and changes were discussed. Motion to forward the Medical Examiner's budget with changes to the Finance Committee and subject to contract. Keckeisen/James, MC/UN.

Review and/or act on the replacement of a deputy medical examiner position. Supervisor Ward had questions on the number of Deputies and how many calls for two compared to three deputies. Angela explained how the MOU

was put together and compared calls and rate of pay. Supervisor Sebastiani moved to place this discussion during the 1:00 meeting with the Executive Committee. Motion to refill the position, Ward/James, MC/UN.

Motion for a five minute break at 11:55, James/Keckeisen, MC/UN.

Meeting called back to order at 11:58.

Per Supervisor Sebastiani, due to time constraints, items #16 and #17 will be removed from this agenda and tabled until next month. Included in this motion is to include placing the Sheriff's Department first on the agenda for September.

16. The Committee will convene in closed session per Wis. Stats. §19.85(1) (c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on Acting Chief Deputy position wages/compensation.
17. The Committee will continue in closed session per Wis. Stats. §19.85(1)(f), for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Discuss and/or act on communication issues between Sheriff's Department and Personnel office.
18. The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters.
19. Approval of all vouchers and monthly expense reports. Ward/James, MC/UN
20. Set next meeting date. September 14, 2011, 9:00 am in Conference Room A260.
21. Action items for next meeting.

Place on next month's agenda for Sheriff's Department:

- Place Sheriff's Department first on next month's agenda.
- Update/discussion/action on researching cost for 3 Patrol Sergeants working within current budget.
- Closed session items #16 and #17.

22. Adjourn. Motion by James/Ward, MC/UN at 1:15 pm.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department.

These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Cada / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers

REDISTRICTING COMMITTEE MINUTES

August 31, 2011 9:30 a.m. Room A160

The meeting was called to order by Chairperson Ward at 9:30 a.m.

The meeting was properly noticed.

Present, Jack Allen, Bev Ward, Dennis McFarlin, Linda Renner, Tyler Grosshuesch, and Cindy Phillippi.

Motioned by Allen/Renner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Allen/McFarlin to approve minutes from May 17, 2011. Motion carried by unanimous voice vote.

There were no changes from the Town/City/Village to Supervisory Districts they all followed the proposed plan.

Motioned by Renner/Allen to approve the final redistricting map. Motion carried by unanimous voice vote.

The Town of Preston did not identify their polling place in their initial resolution. Allen will contact Scott Sorensen, Town Clerk to amend their Resolution at their next Preston Town Board Meeting to identify their polling place.

Motioned by Ward/Phillippi to amend both, new wards for annexation to be in compliance with Act 39-annexation requirement. Motion carried by unanimous voice vote.

Motioned by McFarlin/Allen for Grosshuesch to correct ward number's for City of Wisconsin Dells. Motion carried by unanimous voice vote.

Motioned by Phillippi/Allen to adjourn at 9:55 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved.

ADAMS COUNTY SOLID WASTE COMMITTEE
August 10, 2011, 6:00 PM
LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
Florence Johnson
Patrick Gatterman
Alexandria Beckman, SAYL

MEMBERS ABSENT/EXCUSED: Mike Keckeisen

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Erik Lietz, Ayres Associates
Dale Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:05 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, GATTERMAN, AND BECKMAN. Keckeisen was absent. *Motion by Johnson, second by Gatterman, to approve the Agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM JULY 6, 2011: *Motion by Johnson, second by Gatterman, to approve the Open Session minutes as presented for the July 6, 2011 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented contract for pre-buy LP and said she is waiting for a price from another local supplier but it might be 2 weeks before they have a price. Discussion was held. *Motion by Johnson, second by Gatterman, to approve the pre-buy LP from WI River Co-op if we do not receive a better overall price by the end of August when the pre-buy pricing expires. All in favor. Motion carried.* There was no other correspondence to present.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report July 2011. Discussion was held. *Motion by Morgan, second by Gatterman, to approve the Financial Report for July 2011. All in favor. Motion carried.*

Ms. Diemert next presented and reviewed the Check Summary Report for July 2011. Discussion was held. *Motion by Gatterman, second by Johnson, to approve the Check Summary Report for July 2011. All in favor. Motion carried.*

Ms. Diemert then handed out and reviewed the Preliminary 2012 Budget, Line Item Budget, Program & Service Prioritization List, and the supporting documents for the 2012 Budget. Discussion was held. *Motion by Johnson, second by Gatterman, to approve the 2012 Budget and the Program & Service*

Prioritization List as presented. All in favor. Motion carried. These documents must be in the Admin. & Finance office by August 18th.

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated August 10, 2011 (see attached copy) and discussion was held. **Motion by Morgan, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.**

DISCUSS AND APPROVE CONTRACTED LABOR: Ms. Diemert updated the Committee on the progress on the sale of a 5 acre parcel to IROW for the construction of a recycling processing building. She described the possible survey required, rezoning or conditional use by the Town of Strongs Prairie, and the information requested. We will continue with this project and report back at the next meeting.

Ms. Diemert also presented the existing Town of Jackson curbside collection contract that will be expiring. The contract has an automatic renewal clause and a CPI increase allowed each year. Discussion was held. **Motion by Johnson, second by Babcock, to renew the contract for curbside collection for the Town of Jackson. All in favor. Motion carried.**

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: Ms. Diemert reported on a recent purchase of a D7E Dozer through Federal Surplus. The Dozer has only 39 hours of use and new tracks, rollers & bearings and cost \$6,000. The unit also has an asphalt/concrete ripper attachment.

EMPLOYEE UPDATE: Ms. Diemert reported that the LTE scale operator is doing an exceptional job and this allows the other scale operator to work on the routing and new customer accounts. This also allows the Office Manager to work on overdue accounts and her other Loss Control/Safety duties. Ms. Diemert also reported that she has written a part-time scale operator into the 2012 budget. She did not include another truck driver because we have not confirmed the new curbside collection contracts in 2012. We can ask for another driver at that time and the additional expenses will be covered by the additional revenues received.

UPDATE ON FARMLAND LEASE/OFFER TO RENEW: Ms. Diemert presented an offer to renew from Bula-Gieringer Farms for \$185 per acre and discussion was held. **Motion by Gatterman, second by Johnson, to accept Bula-Gieringer's offer of \$185 per acre. All in favor. Motion carried.**

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert presented information on the NEWCMG Conference in Waupaca to be held on September 28 & 29. This Conference was budgeted. **Motion by Gatterman, second by Morgan, to allow Committee members, including the SAYL student, to attend the NEWCMG/WCSWMA Conference in Waupaca. All in favor. Motion carried.** There were no other trainings or conferences to approve.

Motion by Gatterman, second by Johnson, to convene in closed session per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to discuss and/or act on letter received regarding FTE Heavy Equipment Operator/Truck Driver. ROLL CALL VOTE: Morgan-Yes, Johnson-Yes, Gatterman-Yes, Babcock-Yes. Closed session began at 7:40 P.M. All visitors left the meeting.

Motion by Gatterman, second by Johnson to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. ROLL CALL VOTE: Morgan-Yes, Johnson-Yes, Gatterman-Yes, Babcock-Yes. Open session reconvened at 7:50 P.M. No action taken.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Updates on IROW Agreement, etc.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, September 14th at 6:00 PM at the Landfill. *Motion by Gatterman, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:51 P.M.. Committee members then toured the landfill construction site.

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY SOLID WASTE COMMITTEE
September 14, 2011, 6:00 PM
LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
Florence Johnson
Patrick Gatterman
Mike Keckeisen

MEMBERS ABSENT/EXCUSED: None

OTHERS PRESENT: Myrna Diemert, Solid Waste Director

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:00 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, GATTERMAN, AND KECKEISEN. *Motion by Keckeisen, second by Gatterman, to approve the Agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM AUGUST 10, 2011: *Motion by Johnson, second by Gatterman, to approve the Open Session minutes as presented for the August 10, 2011 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: None

FINANCIAL REPORT: Ms. Diemert presented the Financial Report August 2011, the Check Summary Report for August, 2011 and an update on the 2012 Budget. Discussion was held. *Motion by Keckeisen, second by Johnson, to approve the Financial Report and the Check Summary Report for August 2011, as well as the update on the 2012 Budget. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated September 14, 2011 (see attached copy) and discussion was held. *Motion by Morgan, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

DISCUSS AND APPROVE CONTRACTED LABOR/IROW: Ms. Diemert updated the Committee on the progress on the sale of a 5 acre parcel to IROW for the construction of a recycling processing building. She also stated that preliminary drawings are being done for adding on to our existing building if the sale of the land does not go through. We will continue with this project and report back at the next meeting.

APPROVE & SIGN RESOLUTION FOR S. TREMPEALEAU CTY COOPERATIVE

AGREEMENT: Ms. Diemert presented a Resolution and Agreement between Adams County and S. Trempealeau County for regional glass recycling processing. This is required to receive additional funding through the Consolidation Grant application as part of the Basic Recycling Grant. This is the same agreement we had with them for the REI Grants. *Motion by Gatterman, second by Johnson, to sign the Resolution and Cooperative Agreement with S. Trempealeau County, and send to County Board in October. Discussion was held. All in favor. Motion carried.*

APPROVE & SIGN RESOLUTION FOR CORRECTING THE LEGAL DESCRIPTION FOR

THE SALT SHED PROPERTY: Ms. Diemert presented a Resolution and Plat of Survey that was done to correct the legal description for the Salt Shed property. *Motion by Morgan, second by Babcock, to sign the Resolution to correct the legal description of the Salt Shed, and send to County Board in October. Discussion was held. The Resolution should also be placed on Highway agenda for approval and signatures. All in favor. Motion carried.*

REVIEW JUNEAU/MONROE/ADAMS COUNTY REGIONAL AGREEMENT:

Ms. Diemert next presented an Agreement between Juneau County, Monroe County and Adams County to take Juneau County's waste following their landfill closure in 1-3 years. Discussion was held on how guaranteeing amounts of waste coming in to our landfill will increase revenues and assist in making decisions for the future of the County landfill. Committee members will review the Agreement and discuss at the next meeting.

Mike Keckeisen left the meeting at 6:50 PM..

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: No additional equipment or vehicles were purchased.

EMPLOYEE UPDATE: No employee updates were presented.

APPROVAL OF ANY TRAININGS OR CONFERENCES: There were no trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Updates on IROW Agreement, etc.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, October 12, 2011 at 5:00 PM at the Landfill. *Motion by Gatterman, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 6:56 P.M.. Committee members then toured the landfill construction site.

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

MINUTES
SCLS BOARD OF TRUSTEES
September 12, 2011 12:15 p.m.
South Madison Branch

Present: J. Ashford, C. Chapman, F. Cherney, P. Cox, L. Davis-Brown, M. Furgal, J. Harrington, J. Healy-Plotkin, T. Iaccarino, B. Keen, G. Poulson, J. Pugh, J. Wexler

Also Present: M. Van Pelt, T. Herold

Absent: E. Bruskewitz, B. Moss, P. Townsend,

Excused: S. Martin, M. Nelson, H. O'Donnell, N. Stevenson, P. Westby

Call to Order: G. Poulson, President, called the meeting to order at 12:15 p.m.

- a. Introduction of guests/visitors: Kerrie Goeden, the newly hired Support Services Manager was introduced as well as Bruce Smith, Delivery Coordinator.
- b. Changes/additions to the agenda: None
- c. Requests to address the board:
Margene Anderson, trustee of the Sun Prairie Library board, addressed the board with her concerns regarding Koha.

Minutes: C. Chapman moved approval of the August 8, 2011 minutes. J. Pugh seconded. Motion carried.

Bills for Payment/Financial Statements: G. Poulson reviewed the bills for payment in the amount of \$85,118.00 and moved approval. B. Keen seconded. Motion carried

President's Report: G. Poulson noted he received a ballot for the WLA officers, which included Julie Schneider, who is running for WLA President, as well as Cheryl Becker for WLA Foundation Board member and Carol Chapman as chair of WLTF.

Delivery: Bruce Smith gave a presentation of the delivery system and offered tours of the delivery facility to those interested.

Committee Reports:

Personnel Committee:

- a. Delivery Personnel Lay-off Proposal: On behalf of the Personnel Committee, C. Chapman moved approval of the recommended delivery personnel lay-off proposal and severance compensation as follows:
Employees with less than one year tenure with SCLS: \$0.00 pay
Employees with 1-5 years tenure with SCLS: 1 week of pay
Employees with 5+ years tenure with SCLS: 2 weeks of pay
A week will be equivalent to an averaged week of work for part time employees.
A week for full time employees will be calculated at 40 hours.
F. Cherney seconded. Motion carried.
- b. J. Wexler moved that the board go into closed session for the consideration of the performance evaluation and compensation of the system director as authorized by Wisconsin Statutes Section 19.85 (1) (c). J. Pugh seconded. A roll call vote was

held. The Board went into closed session at 1:00 p.m. The Board reconvened into open session at 1:25 p.m.

- c. C. Chapman moved the board accept the Personnel Committee's evaluation of the Director's performance, current and revised goals, and a 2% salary increase effective 9/4/2011. J. Pugh seconded. Motion carried.

Budget Committee

- a. 2012 Budget: J. Harrington moved to recommend the 2012 SCLS Budget to the Administrative Council for approval. Motion carried. The Board will be presented with the final 2012 budget for consideration at the October meeting.

SCLS Foundation Report: L. Davis-Brown noted the Foundation board met August 22nd. Donors to the foundation have received letters encouraging them to sponsor/donate to the Cornerstone event honoring Bob Blitzke and the Culvers. Invitations to the Cornerstone event will be sent in October. The event will take place November 10th at ETC in Middleton from 5:30 – 7 p.m.

The Foundation annual meeting will take place on October 10th at 2 p.m. at SCLS HQ. Member libraries participating in the foundation are encouraged to attend.
M. Van Pelt noted the Columbus Public Library indicated it will be joining the SCLS foundation.

Circulation and ILL Statistics: No report.

System Director's Report: M. Van Pelt discussed the WPLC 2012 digital media purchasing pool as well as Koha fixes and problems.

Administrative Council (AC) Report: The minutes may be viewed here:
<http://www.scls.info/committees/ac/index.html>.

T. Herold gave an overview of items discussed at the Administrative Council meeting on August 18th. The next AC meeting will be September 15th.

Other Business: None

Information sharing:

F. Cherney attended a recent COLAND meeting.

C. Chapman noted the Friends of the Madison Public Library are holding a "move out" sale Wednesday 9/14 – 9/17/11.

B. Keen thanked the board for their support and kind words for the loss of his wife, Phyllis.

Meeting adjourned at 1:48 p.m.

Heidi Moe, Recorder

Director's Report
September 2011

The new Support Services Manager, Kerrie Goeden, Char Paglini, and Martha Van Pelt met with David Odahl of Wegner LLP on September 20. Points of discussion included the annual audit, bill payment, monthly financial reports, and year end budget adjustments. The same group met on September 26 with Wade Hanna of First Business Bank and September 27 with John Erickson of Houseman Insurance. The meetings were to introduce Kerrie to our business partners and help orient her to the new position.

The System Board's allocation of representatives was reviewed by SCLS staff since the board by-laws refer to the 2000 census figures (Article IV; Section 2a). Representative numbers based on the new 2010 census will not change the make-up of the System Board. This was confirmed with DPI.

Due to the elimination of the requirement for maintenance of effort in 2012, member libraries will be signing new membership agreements with SCLS. They will also be signing new ILS and technology agreements for 2012. Copies of the new documents are included with the board packet.

The addition of the Fitchburg Public Library has impacted the cluster allocation of the Administrative Council and committees. The Administrative Council voted to realign the clusters to maintain the population balance within the clusters. In 2012 Fitchburg will join cluster 11. Marshall will move to cluster 5; Deerfield and Oregon will relocate to cluster 12.

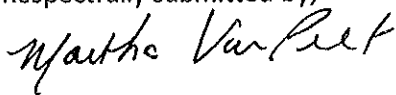
SCLS staff is working to complete their annual visits to each member library before the end of the year. The director has her four final visits scheduled. When they are done, I will have visited every member in SCLS.

The ILS staff has re-vamped the ILS website in order to streamline the way information about Koha is reported. It includes changes to the "SCLS Status wiki", "The Koha Known Problems" page and using the "ILS Home Page" for news items on the ILS. The news items will be updated frequently.

Another upgrade to Koha occurred on September 21. The upgrade fixed problems with the "Suspend All" button for holds; lost items with no holds and patrons may now log into the PAC using the last 8 digits of their library card's barcode. The newspaper index database is now available via a link in LINKcat. The newspaper database provides access to indexes of local newspapers and magazines from Baraboo, Madison, Mount Horeb, Portage and Reedsburg.

The Kraemer Library and Community Center in Plain is advertising for a new director. Kaia Fry, the Director of the Deerfield Public Library, has announced she will be retiring at the end of this year. Lee Schauer, the director for LaValle will also take on the directorship for Rock Springs. Cheryl Becker, SCLS Public Library Administration Consultant, will be retiring December 16, 2011. Mike Cross, Director of the Public Library Development Team of DLTCL retired September 14.

Respectfully submitted by,



Martha Van Pelt

SOUTH CENTRAL LIBRARY SYSTEM

Circulation and ILL Statistics August 2011

	*2010	2010	**2010	2010 Annual	Same Mo.	Current	Mo. ILL	Mo. ILL	YTD
	Population	Circulation	Collection	Expenditures	Circ. 2010	Mo. Circ.	Borrowed	Loaned	Circ. 2011
ADAMS									
Adams Cty	3271	113130	38444	359977	9586	9695	2931	2844	69962
Rome	18914	32879	18490	132436	3550	4293	88	0	22516
TOTAL	22185	146009	56934	492413	13136	13988	3019	2844	92478
COLUMBIA									
Cambria	779	28381	9551	102980	2999	2693	1094	768	20093
Columbus	4950	120567	37437	345866	11083	10246	2728	4013	76395
Lodi	3033	102085	30743	257910	9764	9324	3452	2377	62950
Pardeeville	2092	41181	20062	123909	2944	3122	1307	1344	24076
Portage	10200	209257	72314	633166	18427	18189	5045	6348	129680
Poynette	2529	73093	27762	137014	7199	6218	2245	2769	45792
Rio	996	34408	31814	134358		2670	172	2	10186
Wis. Dells	5234	106543	43585	518553	9074	9791	3688	2555	66542
Wyocena	736	14796	10488	71331	1376	1523	784	679	7936
Other Cty	28394								
TOTAL	58943	730311	283756	2325087	62866	63776	20515	20855	443650
DANE									
Belleville	2197	86202	36508	256748	8144	7853	2591	4563	56303
Black Earth	1358	44044	24613	131272	4212	4130	1229	2103	29674
Cambridge	1286	67547	27832	181015	6309	5757	2186	1988	40938
Cross Plains	3488	98480	50172	336321	9390	9592	2203	3308	62145
Deerfield	2250	64522	244497	177716	5695	5692	2952	1780	40907
DeForest	8529	432943	85080	721320	39408	41806	6133	9360	1881366
Fitchburg						28903	5479	6928	5313
Marshall	3743	58844	37007	209289	5239	5646	1489	2522	38513
Mazomanie	1626	37310	19767	117332	3343	3249	1525	2062	22510
McFarland	7383	227021	69163	545044	21285	21152	5118	10059	149789
Middleton	17170	803433	111787	1670050	72948	71241	18455	16595	489079
Monona	8214	294792	63226	653310	26524	26175	7440	6518	182773
Mt. Horeb	6749	237747	57586	612442	22270	20897	6827	7255	150653
Oregon	8840	313457	63891	675432	28902	28380	8768	6489	198907
Stoughton	12820	291789	69755	787063	26810	26482	8565	6158	180012
Sun Prairie	26300	625052	105371	1645945	57196	58527	13634	12541	415686
Verona	10290	591661	89200	1056260	55061	54238	13350	10524	383194
Waunakee	11350	285579	71243	744459	28523	28573	7275	9094	186169
Madison	228200	4749593	863100	15017740	421788	393178	78457	54552	2864728
DCLS	113431	174165	45396	4497311	15924	12779	2607	3736	228092
TOTAL	475224	9484181	2135194	30036069	858971	854250	196283	178135	7606751
SUB TOTAL	556352	10360501	2475884	32853569	934973	932014	219817	201834	8142879

	*2010	2010	**2010	2010 Annual	Same Mo.	Current	Mo. ILL	Mo. ILL	YTD
	Population	Circulation	Collection	Expenditures	Circ. 2010	Mo. Circ.	Borrowed	Loaned	Circ. 2011
GREEN									
Albany	2181	48906	20487	88249	4020	3901	224	0	32420
Brodhead	3217	83091	47478	237142	7266	7369	1462	3882	51667
Monroe	15290	231151	86763	954761	20751	20065	5151	8012	137122
Monticello	1146	73798	37746	133422		no report			
New Glarus	2144	89519	30305	249521	8276	7294	2690	4231	51588
Other Cty	12379								
TOTAL	36357	526465	222779	1663095	40313	38629	9527	16125	272797
PORTAGE									
Amherst	1082	19341	19802	27843	2070	2333	53	0	12120
Portage Cty	70160	503060	189684	1916486	47229				
TOTAL	71242	522401	209486	1944329	49299	2333	53	0	12120
SAUK									
Baraboo	11900	266032	75349	839946	23182	24102	7812	5805	166164
LaValle	321	5337	7606	20553	496	1105	518	125	6501
N. Freedom	629	20511	10980	41810	1932	1871	528	1271	11950
Plain	816	34844	17599	118317	3099	3471	18807	1663	23757
Prairie du Sac	3758	147304	52729	334508	14012	13187	3639	4708	92600
Reedsburg	9167	292341	86896	653960	24752	24752	5273	10490	189671
Rock Spring	366				1093	937	229	592	8562
Sauk City	3312	131548	46946	349022	11728	13874	3656	3502	32738
Spring Green	1520	102855	34153	250225	9647	91999	2559	3203	148003
Other Cty	26832								
TOTAL	58621	1000772	332258	2608341	89941	175298	43021	31359	679946
WOOD									
Arpin	840	13775	14595	33256	1252	1764	147	0	10040
Marshfield	21388	429011	143311	1513565	37872	39875	114	79	188537
Nekoosa	2624	42212	32073	157744					
Pittsville	921	27894	19297	63657	2601	2175	38	0	17169
Vesper	538	7956	13972	32253		818	41	0	818
Wis. Rapids	18410	536981	114720	1583952	48759	50867	9746	12574	297246
Other Cty	35050								
TOTAL	79771	1057829	337968	3384427	90484	95499	10086	12653	513810
SUB TOTAL	245991	3107467	1102491	9600192	270037	311759	62687	60137	1478673
GRAND TOTAL	802343	13467968	3578375	42453761	1205010	1243773	282504	261971	9621552

*Based on DOA Official Population Estimates 1/01/10 and includes all those individuals who pay library taxes directly to the indicated community

**Collection includes books, serials, audio, film, video, and other materials such as software, art prints, and toys.

RECEIVED OCT 04 2011

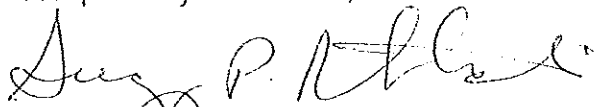
ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 454
October 5, 2011
Report for the month of September 2011

The 2011 Monument Maintenance Program is continuing. Along with corners being maintained, we replaced the corner on the line between Jackson and New Haven that was destroyed. One bearing tree remained but was useless due to fill and grading.

I am continuing with the duties of my office.

Respectfully Submitted;



Gregory P. Rhinehart,
Adams County Surveyor

10/3/2011

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
P.O. BOX 187, FRIENDSHIP, WI 53934
(608) 339-4226

SUMMARY OF ACCOUNTS 2011

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00	270.00	
Balance	\$3,300.00	\$21,630.00	\$ 500.00
FEBRUARY	300.00	10,525.59	
Balance	\$3,000.00	\$11,104.41	\$ 500.00
MARCH	300.00		
Balance	\$2,700.00	\$11,104.41	\$ 500.00
APRIL	300.00	3,554.20	
Balance	\$2,400.00	\$ 7,550.21	\$ 500.00
MAY	300.00		
Balance	\$2,100.00	\$ 7,550.21	\$ 500.00
JUNE	300.00		
Balance	\$1,800.00	\$ 7,550.21	\$ 500.00
JULY	300.00		
Balance	\$1,500.00	\$ 7,550.21	\$ 500.00
AUGUST	300.00	1957.31	
Balance	\$1,200.00	\$ 5,592.90	\$ 500.00
SEPTEMBER	300.00		
Balance	\$ 900.00	\$ 5,592.90	\$ 500.00
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total \$	0.00	\$ 0.00	\$ 0.00



**Extension Committee
Minutes of Meeting
September 13, 2011 @ 1:00PM
Adams County Community Center
569 N. Cedar Street, Extension Conference Room 103
Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 1:10 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Diane England, Karl Klingforth, Glenn Licitar, and Jack Allen – Present.
3. **Extension Staff:** Don Genrich, Theresa Wimann, and Linda Arneson – Present.
Mary Ann Olson and Jennifer Swensen – Excused
4. **Was the Meeting Properly Announced:** Yes
5. **Agenda Approval:** Motion by Licitar and Second by Klingforth to approve agenda. Motion carried.
6. **Approve Minutes:** Motion by Klingforth Second by Licitar to accept minutes of the Extension Committee Meeting of August 9 with the following corrections: Item 8d “Motion by Klingforth to sign the amendment, forward to Jack Albert for review and then to Trena Larson for final signature.” And item 11 “Motion by Licitar and Second by Klingforth to adjourn.” Motion carried.
7. **Public Participation:** None
8. **Communication:**
 - Genrich shared info received from a family in the community that raises roses and wants to donate 150 – 180 plants to the County. Discussion on amount of care the roses would need. Genrich will follow up with the family and others such as Historical Society.
 - Genrich advised Committee about an email from County Clerk, Cindy Phillippi, advising that the Transition Committee would like to talk to Genrich on September 15th about possibility of combining Extension with another Department.
9. **Items for Action or Discussion:**
 - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by England Second by Klingforth to place Monthly Reports on file. Motion carried.

- b) Review Calendars of Extension Education Staff: Committee reviewed September calendars for all education staff.
- c) Review Check Summary and Financial Statement for August 2011: August Check Summary and Financial Statements were reviewed. Motion by Klingforth Second by Licitar to place Check Summary and Financial Statements for July 2011 on file. Motion carried.
- d) 2012 Budget: Allen and Genrich attended meeting with Finance Committee on September 7th. Not many changes were made to the budget presented to Extension Committee in August. Mileage Line Item was decreased to \$7500.00 and Per Resolution Clean Sweep will receive \$2,699.
- e) Report on Summer Interns: Wimann gave a report on the four Summer Interns that worked with Extension this summer. Jessica Cole worked with Summer Lunch Bunch, classes with 4K students, WIC Program, and the Library Summer Program.

Dan Clauson was a retuning intern for Extension, this summer he provided physical action activities at 9 different lunch sites. In addition he worked on a grocery store program where nutritious foods were prepared and samples/recipes given at A-F County Market.

Cassie Ross worked with Central Wisconsin Community Action and drove the van with lunches to three different Lunch Bunch Sites in the Wisconsin Dells area. Approximately 1500 lunches were provided to the 3 sites and 500 lunches provided to the Community Action Food Pantry. All lunches were prepared by A-F School District. There was a 50-60% increase in children attending the lunch sites this year.

Clair Kinderman worked part-time with Cassie.

All of the salaries and program expenses were paid for with grant funding. The interns all learned while earning some money and providing a service to the community.

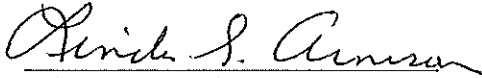
- f) Needs Assessment Update: 500 surveys were returned and forwarded to UW-River Falls to analyze. A draft report should be ready by September 21st.

10. Set Next Meeting Date: Next regular meeting will be October 11, 2011 at 1:00 p.m. in Room 103 at the Adams County Community Center.

11. Agenda Items for Next Meeting:

- Needs Assessment Update
- Community Center Roof
- Appoint new Committee Vice-Chair
- National Outreach Conference Report - Wimann

12. **Adjourn:** Motion by Allen and Second by Licitar to adjourn. Motion carried. Meeting adjourned at 2:50 p.m.



Minutes taken by
Linda Arneson
Clerk/Bookkeeper
UW-Extension, Adams County

Diane England, Committee Secretary

These minutes have not been approved by the Extension Committee.